

2025 Annual Security & Fire Safety Report

Containing Crime Statistics for 2022, 2023, and 2024

Thaddeus Stevens College of Technology

750 East King Street, Lancaster, PA 17601



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Introduction

This report is provided in compliance with the Jeanne Clery Campus Safety Act. It provides students and employees of Thaddeus Stevens College of Technology ("College" or "TSCT") about the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Annual Report

This report is prepared by the Vice President of Student Services in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's Campus Security Authorities and various other elements of the College. Each year an email notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting Student Services, 750 East King Street, Lancaster, PA 17602, 717-299-7794. The College is committed to taking all necessary actions to ensure a safe and secure working and learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field and are constantly tested and re-evaluated for their effectiveness.

1. General Safety and Security Policies

1.1 Campus Security and Relationship with Local Law Enforcement

The College has a Security Department, which is responsible for campus safety at the College. While TSCT does not have any formal written agreements with local law enforcement agencies, it maintains a strong and cooperative working relationship with both state and local police. Police involvement may be initiated at the discretion of TSCT Campus Security Officers or upon request by the College Administration, Faculty, or Staff. As TSCT is state property, the Pennsylvania State Police have full jurisdiction and arrest authority on campus grounds.

1.2 Campus Security Authorities

The College has designated certain officials to serve as Campus Security Authorities (CSAs). Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College's annual report on crime statistics. The CSAs, to whom the College would prefer crimes to be reported, are listed below.

- Campus Security at 717-391-7225
- Vice President of Student Services at 717-299-7794
- Director of Residence Life at 717-299-7681
- Residence Hall Advisors at 717-391-7216
- Director of Employee Engagement at 717-391-6935
- Title IX Coordinator at 717-391-1365



- Athletic Coaches at coaches@stevenscollege.edu
- Health Services Nursing Supervisor at 717-299-7769

1.3 Reporting a Crime or Emergency

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged when the victim of a crime elects to, or is unable to, make such a report.

- All crimes occurring on or near college property should be reported immediately to Campus Security.
 - In person: Visit Campus Security at the Griscom Education Center, 1100 East Orange Street, Lancaster, PA 17602
 - By phone: Call 717-391-7225. A dispatcher is available 24/7 or 911 in an emergency
 - Online: Report at the following link: [Safety and Security - Thaddeus Stevens College of Technology](#); click the “Report a Crime Online” button and complete the form.
- If a crime is in progress or there is some other situation posing imminent danger, local law enforcement can be reached by dialing 911.
- Students, staff, and visitors should also report situations to one of the Campus Security Authorities (CSAs) identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a College staff member will assist in making the report to police.
- Anonymous incident reports can also be made by phone call to a CSA or omit your name in the “[Report a Crime](#)” form on the website.

1.4 Confidential Reporting

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim, or disciplining the perpetrator will know the victim's identity.

Pursuant to the College’s Title IX Sexual Harassment Policy, when an employee who is not a confidential resource becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator. A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority.

Upon the victim’s request, a report of the details of the incident can be filed with the College without revealing the victim’s identity. Such a confidential report complies with the victim’s wishes but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.



The College encourages its professional counselor, if and when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report on crime statistics. The College does not have pastoral counselors.

1.5 Security of and Access to Campus Facilities

Campus administrative and academic buildings are open Monday through Friday, from 8:00 AM to 4:30 PM, and from 7:00 AM to 9:00 PM while classes are in session. Residence halls remain locked 24/7 and are accessible only to residents and authorized staff via key or keycard. If a student forgets their ID card, they may use exterior emergency phones to contact Campus Security for assistance after hours. If a student is locked out of their residence hall, Campus Security will provide an escort back into the building upon verification of the student's identity.

1.6 Security Considerations in the Maintenance of Facilities

Campus Security conducts regular patrols during and after operating hours to ensure the safety of the community. Exterior lighting and door locking systems are routinely inspected and maintained. Room security features vary by residence hall. Herrington and Armstrong Halls are equipped with mortise locksets featuring deadbolts, along with double-hung windows with catches. Brenner, Bourne, and Metzger Halls use tubular deadlatches and have the same window security. Access to the residence halls is restricted and requires the use of a valid building swipe card for entry.

1.7 Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

2. Campus Safety and Crime Prevention Programs

At TSCT, campus safety is a shared responsibility. To promote a safe learning and living environment, security and enforcement procedures are reviewed with students at the beginning of each academic year. Residence Hall Advisors reinforce these security measures during their rounds and through regular interactions with students. During holidays and vacation periods, security coverage is adjusted as needed to accommodate interns and other students who remain in residence halls, with exceptions made for holidays such as Labor Day and Thanksgiving.

Student Services and Residential Life present crime prevention programs each semester, and the College periodically sends campus-wide emails to students and employees containing crime prevention tips and other safety information.

TSCT is committed to building a culture of awareness and prevention. The College believes that an informed and alert community is the best protection against campus crime. To support this mission, TSCT offers a variety of educational programs that promote personal safety and crime awareness.



2.1 Safety Education and Awareness

- **Safety Workshops and Trainings:** Offered regularly on topics such as personal safety, consent, bystander intervention and emergency preparedness.
- **New Student and Employee Orientation:** Includes safety briefings and information on campus policies.
- **Title IX and Clery Act Awareness:** Resources and reporting procedures are shared to ensure compliance and support for victims of sexual violence or harassment.

2.2 Crime Prevention and Safety Guidelines

TSCT encourages students, faculty, and staff to take an active role in campus safety by following practical crime prevention guidelines. These include using the campus shuttle when traveling between campuses, walking with a friend at night, locking doors to residences and vehicles, and keeping valuables out of sight. In residence halls, students are advised to always lock their doors, avoid propping open exterior doors, and report any suspicious activity to Campus Security.

Every individual has the right to feel safe, supported, and heard. If you experience or witness conduct that may pose a threat to personal safety or violate college policies—including harassment, stalking, dating violence, or sexual misconduct, we urge you to report it promptly to Campus Security Authorities or the Title IX Coordinator. Your voice and vigilance are essential to building a campus culture rooted in care, accountability, and prevention.

Topics such as personal safety, consent, and crime prevention are addressed during new student orientation sessions. Additionally, campus safety updates are distributed each academic term by the Student Services Office to keep the college community informed. All Campus Security Authorities at TSCT receive annual training in Clery Act compliance to ensure accurate reporting and adherence to federal safety standards.

2.3 General Security Measures

- **24/7 Campus Security Patrols:** Uniformed security guards monitor campus grounds, buildings, and parking areas.
- **Use Escort Services:** To arrange an escort, contact Campus Security at 717-391-7225.
- **Use Campus Safety Resources:** Familiarize yourself with the locations of emergency call boxes. Utilize shuttle services during evening hours.
- **Security Cameras:** Surveillance systems monitor key areas to deter and document suspicious activity.
- **Lighting and Maintenance:** Regular inspections ensure well-lit pathways and functioning safety infrastructure.

2.4 Personal Safety Guidelines

- **Controlled Building Access:** Residence halls and academic buildings require ID card access during designated hours.
- **Residence Hall Safety:** Do not prop open doors to residence halls. Report malfunctioning locks or security systems immediately.



- **Secure Your Belongings:** Lock dorm rooms, vehicles, and windows. Never leave valuables visible in your car or unattended in public areas.
- **Stay Alert:** Be aware of your surroundings, especially when walking alone. Avoid distractions such as texting or wearing headphones.
- **Support a Culture of Safety:** Speak up or seek help when witnessing concerning behavior. Participate in bystander intervention and safety training.
- **Trust Your Instincts:** If a situation feels unsafe, remove yourself and seek help.

2.5 Reporting and Response

- **Incident Reporting:** Students and employees are encouraged to report crimes, suspicious behavior, or safety concerns to campus security or local law enforcement.
- **Anonymous Reporting Options:** Available through an online form
- **Timely Warnings and Emergency Notifications:** Issued via RAVE alerts and email

2.6 Technology and Alerts

- **RAVE Emergency Alert System:** All students and employees are automatically enrolled to receive real-time safety notifications.
- **Digital Security Practices:** Use strong passwords, enable two-factor authentication, and log out of shared devices.

2.7 Monitoring Off Campus Locations of Recognized Student Organizations

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

2.8 Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

3. Drug and Alcohol Policy

The College is a dry campus. The use, possession, or distribution of alcohol is strictly prohibited on all College-owned, controlled, or affiliated property - regardless of a person's age. This includes residence halls, campus events, and as part of any College activity. College policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal



law regarding their purchase, possession, or consumption. The College enforces Pennsylvania's underage drinking laws.

All individuals in Pennsylvania are subject to the Pennsylvania Liquor and Penal Code, which strictly regulates the possession, consumption, and distribution of alcoholic beverages. It is illegal for anyone under the age of 21 to possess, transport, or consume alcohol, and it is also unlawful to sell or furnish alcohol to individuals under 21. The term “furnish” includes supplying, giving, or allowing a minor to possess alcohol on premises controlled by the individual responsible, as defined by the Pennsylvania Crimes Code (1986). Misrepresenting one’s age to obtain alcohol or falsely claiming that a minor is of legal age, is also prohibited. Additionally, transporting alcohol not acquired in accordance with Pennsylvania law, possessing or using a false ID (even for the purpose of obtaining alcohol), and contributing funds as a minor toward the purchase of alcohol are all illegal. Charging admission or selling alcohol at events without a proper liquor license is against the law, and since the College does not hold a liquor license, it does not permit or promote alcohol use on campus. Under Title 18, Act 31, Section 6307 of the 1986 Pennsylvania Crimes Code, a person under 21 who falsely represents themselves as being 21 or older to obtain alcohol is subject to a summary offense for a first violation, and a third-degree misdemeanor with mandatory sentencing for any subsequent offenses.

Students are responsible, as citizens, for understanding and complying with the Pennsylvania Consolidated Statutes, which prohibit the manufacture, possession, sale, distribution, and use of illicit drugs. The College strictly prohibits and will not tolerate the use, possession, sale, delivery, or manufacture of illicit drugs on campus. Violations of this policy include several categories of prohibited behavior. These include: the manufacture, sale, or distribution of illegal drugs or prescription drugs prescribed to someone else; aiding or abetting in the sale, distribution, use, or possession of such substances; and the use or possession of illegal drugs. Additionally, improper use, abuse, or possession of legal drugs—such as over the counter or prescription medications not prescribed to the individual—is also prohibited.

Students are also in violation of policy if they knowingly remain in the presence of illegal drugs, drug paraphernalia, or illegal drug use on campus or at a college-sponsored activity. Possessing or using drug paraphernalia is strictly forbidden. Furthermore, evidence of recent illegal drug use, such as the presence of odor, smoke, or residue, constitutes a violation of this policy. The determination of what qualifies as valid evidence will be made by the investigating College official. The use of common methods intended to conceal drug use (e.g., outward-facing fans, weather-stripping of doors, towels under doors, excessive air freshener, or incense) can reasonably suggest illegal drug use, and such evidence will be documented and considered during incident reviews when determining possible policy violations.

A College conduct charge for drugs will be issued to students who violate any of the prohibitions listed in this policy. Charges are based on evidence suggesting a violation has occurred, including witness statements. Students found responsible for repeated drug violations may face more severe penalties, including automatic suspension and/or removal from College housing. For a complete listing of possible sanctions, refer to the “Sanctions” section of the Student Code of Conduct.



In addition to sanctions imposed by the College, drug violations may be referred to the appropriate external authorities. Violations of law may result in penalties ranging from fines to imprisonment. If a student is convicted of offenses involving the trafficking or possession of illegal drugs, the student may be denied student aid.

3.1 Federal Drug Laws (updated 07.18.2025)

3.1.1 Denial of Federal Benefits (21 U.S.C. § 862)

A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

3.1.2 Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

3.1.3 Federal Drug Trafficking Penalties (21 U.S.C. § 841)

Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, “liquid ecstasy”), or flunitrazepam (or, “Rohypnol”), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (**21 U.S.C. § 860**) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.



3.1.4 Federal Drug Possession Penalties (21 U.S.C. § 844)

Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at

<https://www.campusdrugprevention.gov/content/drug-scheduling-and-penalties>.

3.2 Commonwealth of PA Drug and Alcohol Laws

Category	Summary (Pennsylvania Consolidated Statutes)
Possession of Marijuana	<p>Marijuana (also referred to as “marihuana”) is a Schedule I drug and is unlawful to use or consume except as allowed for medical purposes. 35 Pa. Cons. Stat. §§ 10231.304, 780-104. Any person who possesses a small amount of marijuana (30 grams or less) is guilty of a misdemeanor and, upon conviction, will be sentenced to imprisonment for a term not exceeding 30 days and/or a fine not exceeding \$500. 35 Pa. Cons. Stat. § 780-113(a)(31), (g). As the amount of marijuana increases, the crime classification becomes more severe and related penalties increase. 35 Pa. Cons. Stat. § 780-113(f).</p> <p>Adults with serious medical conditions may purchase and use up to a 90-day supply of medical marijuana and possess an additional 90-day supply. 35 Pa. Cons. Stat. §§ 10231.301, 10231.303, 10231.405. Patients must obtain a medical marijuana identification card to lawfully participate. 35 Pa. Cons. Stat. §§ 10231.301, 10231.303, 10231.405.</p>
Controlled Substances	<p>The Controlled Substance, Drug, Device and Cosmetic Act of Pennsylvania covers a wide range of offenses related to controlled substances. 35 Pa. Cons. Stat. §§ 780-101 – 780-144. Specific prohibited acts and associated penalties, which include prison sentences and monetary fines, are enumerated in 35 Pa. Cons. Stat. § 780-113. These vary widely by the type of drug, amount confiscated, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug. <i>Id.</i>; 35 Pa. Cons. Stat. § 780-115.</p> <p>Distribution to persons under age 18 may result in a term of imprisonment up to twice that otherwise authorized by other related statutes. 35 Pa. Cons. Stat. § 780-114. Any person convicted of a second or subsequent offense (or of a similar offense) may be imprisoned for a term up to twice the term otherwise authorized, fined an amount up to twice that otherwise authorized, or both. 35 Pa. Cons. Stat. § 780-115.</p>



Category	Summary (Pennsylvania Consolidated Statutes)
Alcohol and Minors	<p>A minor who attempts to purchase, or purchases, consumes, possesses, or transports alcohol may be sentenced to pay a fine of up to \$500 for the first violation and up to \$1,000 for each subsequent violation. 18 Pa. Cons. Stat. § 6308(b).</p> <p>Selling or furnishing alcohol to a minor is a misdemeanor in the third degree punishable by at least \$1,000 for the first violation and \$2,500 for each subsequent violation. 18 Pa. Cons. Stat. § 6310.1(c).</p> <p>Possession or use of an identification card falsely identifying a minor as being 21 years of age or older is not punishable for an initial offense but carries a minimum penalty of \$500 for the second and subsequent offense. 18 Pa. Cons. Stat. § 6307.</p> <p>A minor possessing a false identification card and/or attempting to obtain alcoholic beverages by using the false identification card is guilty of a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violation. 18 Pa. Cons. Stat. § 6310.3. Second and subsequent violations carry a maximum fine of \$500. <i>Id.</i></p>
Driving Under the Influence (DUI)	<p>Driving Under the Influence requires having a blood alcohol concentration of 0.08 percent or more while driving or within 2 hours of having driven or imbibing a sufficient amount of alcohol such that the individual is rendered incapable of safely driving, operating or being in actual physical control of the movement of the vehicle. 75 Pa. Cons. Stat. § 3802. A person may also not drive while under the influence of a Schedule I controlled substance (i.e., marijuana), or an unprescribed Schedule II or III controlled substance. <i>Id.</i> This is a misdemeanor for which an individual may be sentenced to a term of imprisonment of not more than 6 months. 75 Pa. Cons. Stat. § 3803. Other penalties can include a fine of \$300 and educational programs, with fines increasing for subsequent offenses. 75 Pa. Cons. Stat. § 3804.</p>

3.3 Drug and Alcohol Abuse Prevention Program

The College has a drug and alcohol abuse and prevention program and conducts a biennial review of this program to evaluate its effectiveness. For more information, see below.

- Student Drug and Alcohol policy:
 - [Alcohol and Controlled Substances Policy](#)
 - Alcohol Prevention: [Alcohol Facts and Statistics | National Institute on Alcohol Abuse and Alcoholism \(NIAAA\)](#)
- [Employee alcohol/drug policy](#)
- Substance Abuse Prevention:
 - [Home | SAMHSA - Substance Abuse and Mental Health Services Administration](#)
- [Campus Drug Prevention](#)
- [Biennial review of the University's drug and alcohol abuse prevention program](#)



The College shall take actions necessary (consistent with state and federal law and applicable College policy) to eliminate illegal drugs and controlled substances and the use of alcohol from the College community. The Health Services and Counseling Services develop educational programs that provide accurate, current information on the health risks and the symptoms of drug and alcohol use and abuse. The College may also:

- Establish relationships between community groups and agencies and the institution for education, treatment, and referral.
- Provide awareness programs for students to enable them to detect problems related to drug or alcohol use and abuse, and to refer persons with these problems to appropriate assistance.
- Include information about alcohol and drug abuse for students and family members in the student orientation programs.
- Support and encourage faculty to incorporate education about drugs and alcohol into the curriculum where appropriate.

4. Dating Violence, Domestic Violence, Sexual Assault, and Stalking

4.1 Policy

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating, and resolving complaints, may be found at:

- [Title IX Sexual Harassment Policy](#)
- [Student Code of Conduct](#)

4.2 Crime Definitions

Crime Type (Pennsylvania Statutes and Consolidated Statutes)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Pennsylvania law does not define the term dating violence, other than in the context of dating violence education, where it is defined as follows: Behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control the person's dating partner. 24 Pa. Stat. Ann. § 15-1553(f).
Domestic Violence	<p>Pennsylvania defines domestic violence as follows (71 Pa. Stat. Ann. § 611.13): the occurrence of one or more of the following acts between family or household members: (1) Intentionally, knowingly, or recklessly causing or attempting to cause bodily injury; (2) Placing, by physical menace, another in fear of imminent serious bodily injury.</p> <p>Pennsylvania law defines "Abuse" in its domestic relations statutes as follows (23 Pa. Stat. Ann. § 6102): The occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood: (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape,</p>



Crime Type (Pennsylvania Statutes and Consolidated Statutes)	Definitions
	<p>involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon; (2) Placing another in reasonable fear of imminent serious bodily injury; (3) The infliction of false imprisonment pursuant to 18 Pa.Stat. Ann. § 2903; (4) Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services); (5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).</p> <p>Pennsylvania law defines “Family or household members” in its domestic relations statutes as follows (23 Pa. Stat. Ann. § 6102): Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners who share biological parenthood.</p>
Stalking (18 Pa. Stat. Ann. § 2709.1)	<p>A person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.</p>
Sexual Assault	<ul style="list-style-type: none"> • Sexual Assault (18 Pa. Stat. Ann. § 3124.1): Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent. • Statutory Sexual Assault (18 Pa. Stat. Ann. § 3122.1): <ul style="list-style-type: none"> ○ Felony of the second degree – Except as provided in section 3121 (relating to rape), a person commits a felony of the second degree when that person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either: (1) four years older but less than eight years older than the complainant; or (2) eight years older but less than 11 years older than the complainant.



Crime Type (Pennsylvania Statutes and Consolidated Statutes)	Definitions
	<ul style="list-style-type: none"> ○ Felony of the first degree – A person commits a felony of the first degree when that person engages in sexual intercourse with a complainant under the age of 16 years and that person is 11 or more years older than the complainant and the complainant and the person are not married to each other. • For purposes of the statutes above, sexual intercourse and deviate sexual intercourse are defined in 18 Pa. Stat. Ann. § 3101 as follows: <ul style="list-style-type: none"> ○ “Deviate sexual intercourse.” Sexual intercourse per os or per anus between human beings and any form of sexual intercourse with an animal. The term also includes penetration, however slight, of the genitals or anus of another person with a foreign object for any purpose other than good faith medical, hygienic or law enforcement procedures. ○ “Sexual intercourse.” In addition to its ordinary meaning, includes intercourse per os or per anus, with some penetration however slight; emission is not required.
Rape, Fondling, Incest, Statutory Rape	<p>For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Pennsylvania law are as follows:</p> <ul style="list-style-type: none"> • Rape (18 Pa. Stat. Ann. § 3121): A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant: (1) By forcible compulsion; (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (5) Who suffers from a mental disability which renders the complainant incapable of consent. • Rape of a child (18 Pa. Stat. Ann. § 3121): A person commits the offense of rape of a child, a felony of the first degree, when the person engages in sexual intercourse with a complainant who is less than 13 years of age. • Rape of a child with serious bodily injury (18 Pa. Stat. Ann. § 3121): A person commits the offense of rape of a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is under 13 years of age and suffers serious bodily injury in the course of the offense. • Fondling: The institution has determined, based on good-faith research, that Pennsylvania law does not define the term fondling. • Incest (18 Pa. Stat. Ann. § 4302):



Crime Type (Pennsylvania Statutes and Consolidated Statutes)	Definitions
	<p>a. General rule – Except as provided under subsection (b), a person is guilty of incest, a felony of the second degree, if that person knowingly marries or cohabits or has sexual intercourse with an ancestor or descendant, a brother or sister of the whole or half blood or an uncle, aunt, nephew or niece of the whole blood.</p> <p>b. Incest of a minor – A person is guilty of incest of a minor, a felony of the second degree, if that person knowingly marries, cohabits with or has sexual intercourse with a complainant who is an ancestor or descendant, a brother or sister of the whole or half blood or an uncle, aunt, nephew or niece of the whole blood and: (1) is under the age of 13 years; or (2) is 13 to 18 years of age and the person is four or more years older than the complainant.</p> <p>c. Relationships – The relationships referred to in this section include blood relationships without regard to legitimacy, and relationship of parent and child by adoption.</p> <ul style="list-style-type: none"> • Statutory Rape: Pennsylvania law does not define the term statutory rape. The state defines the charge as statutory sexual assault (18 Pa. Stat. Ann. § 3122.1) as defined above.
Other “sexual assault” crimes	<p>Other crimes under Pennsylvania law that may be classified as a "sexual assault" include the following:</p> <ul style="list-style-type: none"> • Involuntary Deviate Sexual Intercourse (18 Pa. Stat. Ann. § 3123): <ul style="list-style-type: none"> a. Offense defined – A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a complainant: (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (5) who suffers from a mental disability which renders him or her incapable of consent; or (6) (Deleted by amendment); (7) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other. b. Involuntary deviate sexual intercourse with a child – A person commits involuntary deviate sexual intercourse with a child, a felony of the first degree, when the person engages in deviate sexual intercourse with a complainant who is less than 13 years of age.



Crime Type (Pennsylvania Statutes and Consolidated Statutes)	Definitions
	<p>c. Involuntary deviate sexual intercourse with a child with serious bodily injury – A person commits an offense under this section with a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is less than 13 years of age and the complainant suffers serious bodily injury in the course of the offense.</p> <ul style="list-style-type: none"> • Aggravated Indecent Assault (18 Pa. Stat. Ann. § 3125): <ul style="list-style-type: none"> a. Offenses defined – Except as provided in sections 3121 (relating to rape), 3122.1 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person's body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if: (1) the person does so without the complainant's consent; (2) the person does so by forcible compulsion; (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring; (5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (6) the complainant suffers from a mental disability which renders him or her incapable of consent; (7) the complainant is less than 13 years of age; or (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other. b. Aggravated indecent assault of a child – A person commits aggravated indecent assault of a child when the person violates subsection (a)(1), (2), (3), (4), (5) or (6) and the complainant is less than 13 years of age. • Indecent Assault (18 Pa. Stat. Ann. § 3126): A person is guilty of indecent assault if the person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the complainant and: (1) the person does so without the complainant's consent; (2) the person does so by forcible compulsion; (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (4) the complainant is unconscious or the person knows that the



Crime Type (Pennsylvania Statutes and Consolidated Statutes)	Definitions
	complainant is unaware that the indecent contact is occurring; (5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (6) the complainant suffers from a mental disability which renders the complainant incapable of consent; (7) the complainant is less than 13 years of age; or (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.
Consent (as it relates to sexual activity)	<p>The institution has determined, based on good-faith research, that Pennsylvania law does not define the term consent (as it relates to sexual activity).</p> <p>However, Pennsylvania law does provide the following regarding consent to criminal offenses generally (18 Pa. Stat. Ann. § 311(c)): Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if: (1) it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense; (2) it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; (3) it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or (4) it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.</p>

4.2.1 College Definition of Consent

The College uses the following definition of consent in its sexual misconduct policy for the purpose of determining whether sexual violence (including sexual assault) has occurred.

Consent: An informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity.

Consent cannot be given by an individual who is asleep, unconscious, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason or is not under duress, threat, Coercion, or force. Past Consent does not imply future Consent. Silence or an absence of resistance does not imply Consent. Consent can be withdrawn at any time.

4.2.2 Complaint Procedure

Allegations of domestic violence, dating violence, sexual assault, or stalking will be processed through the College's Title IX Sexual Harassment Policy the Student Handbook and Employee Handbook or other relevant policy as appropriate to the allegations student handbook and the related complaint resolution procedures.



The complaint resolution procedures are invoked once a report is made to one of the following individuals:

Nakia Perry, Equity and Inclusion Officer and Title IX Coordinator, 717-391-1365, Email: perry@stevenscollege.edu, 750 East King Street, Lancaster, PA 17602

The College has also designated a Deputy Coordinator to assist with the Title IX process. The Deputy Coordinator is Heather Burky, Director of Employee Engagement, 717-391-6935, Email: Burky@stevenscollege.edu, 750 East King Street, Lancaster, PA 17602

Reports may be made in-person, online, or by phone to either the Title IX Coordinator or the Deputy Coordinator. An electronic form available at [Title IX Reporting](#) can also be used to file a report.

Once a formal complaint is made, the Title IX Coordinator, or other College employee as appropriate, will provide notice to the parties of the investigation, including a description of the process to be utilized, the identities of the parties, the conduct at issue, and the date and location of the alleged incident.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses, including both fact and expert witnesses, and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Prior to the conclusion of the investigation, both parties will be provided with an opportunity to review the evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint. Upon completion of the investigation, both parties will be given a copy of an investigation report.

In Title IX cases, a live hearing will be conducted to decide as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. During the hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those bearing on credibility. The decision maker(s) will issue a written determination of responsibility, a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant, and a description of the procedures and permissible grounds for appeal. The parties will be notified of this determination in writing within 10 days of it being made. The College strives to complete investigations of this nature within 90 calendar days.

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the President within two days of being notified of the outcome of the investigation.

Notices of Intent to Appeal, Statements of Appeal, and Responses to Statements of Appeal must be submitted in writing to: Dr. Pedro Rivera, President, Mellor Building, Thaddeus Stevens College of Technology, 750 East King Street Lancaster, PA 17602 riverap@stevenscollege.edu.

The non-appealing party will be notified of the appeal and permitted to submit a written statement in response. The President will resolve the appeal within 30 days of receiving it and



may take any and all actions that they determine to be in the interest of a fair and just decision. The President or the President's designee will review the appeal, including all party submissions, and issue a written decision to all parties involved within 30 College Days, or as soon as reasonably possible, but not later than 45 College Days after the receipt of the written Notice of Intent to Appeal. The appeal decision is final and concludes the College's formal complaint resolution process.

4.2.3 Options For Informal Resolution

Except in cases where the Respondent is an employee and the Complainant is a student, the College may, in its discretion, offer and facilitate an informal resolution process. The specific manner of any informal resolution process will be determined by the parties and the Title IX Coordinator, in consultation together. It may include mediation, facilitated resolution, restorative justice, or another form of dispute resolution.

An informal resolution process may be used only when both the Complainant and the Respondent voluntarily agree to participate, and only after a Formal Complaint has been filed. If the parties elect to proceed with an offered informal resolution process, this process would be in lieu of a formal hearing (discussed below). No one can be forced to go through the informal resolution process.

Prior to commencing the informal resolution process, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the allegations against the Respondent.
- Describes the parameters and requirements of the informal resolution process to be utilized.
- Identifies the individual responsible for facilitating the informal resolution.
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint, including the bar to the Complainant of later pursuing a Formal Complaint arising from the same allegations after a final informal resolution has been agreed to by the parties; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice, each party must voluntarily provide written consent to the Title IX Coordinator before the informal resolution may commence. Mediators or other individuals offered by the College to facilitate an informal resolution process will be trained, including with respect to, among other things, the definition of Sexual Harassment, how to conduct the process, and how to avoid conflicts of interest and bias in discharging their duties.

An informal resolution process shall be completed within 60 College Days of the agreement of all parties to use the informal resolution process unless an extension of time is agreed to by all parties. If either party withdraws from the informal process, or no mutually agreeable resolution can be



reached during this timeframe, the formal grievance process shall resume. The timeframes applicable to the formal agreements process shall be put on hold, or “toll,” during any informal resolution process and shall restart if the informal resolution process is terminated without an agreed upon resolution. If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will draft an informal resolution agreement that contains the terms of the resolution and obtain both parties’ signatures on the agreement. Once both parties and the Title IX Coordinator sign the informal resolution agreement, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the College, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to the College. The terms of the informal resolution agreement are not subject to appeal. A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

4.2.4 Rights of the Parties in an Institutional Proceeding

During the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
 - A prompt, fair and impartial process is one that is:
 - Completed within reasonably prompt timeframes designated by the institution’s policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
 - Conducted in a manner that:
 - It is consistent with the institution’s policies and transparent to the accuser and the accused.
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to investigate and hearing process that protects the safety of victims and promotes accountability.
 - Such training addresses topics such as the definition of sexual harassment; the scope of the College’s education programs and activities; how to conduct investigations,



hearings, and appeals and informal resolutions (as applicable); relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.

- ATIXA Higher Education Title IX Coordinator Certification
 - ATIXA Higher Education Title IX Decision Maker Certification
 - Annual Clery Act Training Seminars from the Clery Center attended by the Vice President of Student Services, the Resident Hall Director, the Campus Inclusion and Compliance Officer, and Clery Committee Members.
3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
 4. Have the outcome determined using the preponderance of the evidence standard.
 5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.

4.2.5 Possible Sanctions or Protective Measures

Employees and students who violate this policy are subject to appropriate discipline by the College. If an investigation results in a determination that this policy has been violated, the mandatory minimum discipline is written reprimand.

Upon the finding of a serious violation of this policy, the College reserves the right to take disciplinary action, up to and including, termination of employment, expulsion or suspension, removal from campus, cancellation of contract, and any other appropriate actions necessary to address the violation. Appropriate disciplinary action shall be taken against any person found to have participated in any acts of retaliation. Any attempt to penalize or retaliate against a person for filing a Formal Complaint or participating in the investigation of a Formal Complaint regarding a violation of this policy will be treated as a separate and distinct violation of the policy. Specifically:

- A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and/or expulsion.
- A College employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment.
- A College non-employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from a College relationship and College grounds.
- Persons who violate this policy may also be subject to civil damages or criminal penalties.



Warning: The student or student group is formally notified in writing of the violation of the Code of Conduct. Further misconduct may result in additional disciplinary action.

Educational Development: The student or student group must complete a task or project designed to enhance their understanding of college policies, the impact of their behavior, or strategies for making better decisions.

Referral: The student is required to seek an evaluation from a qualified professional (on-or off-campus), such as a counselor. The student must comply with all recommendations and is responsible for any associated costs.

Loss of Privilege: The student or student group is restricted from access to certain College facilities, services, or events for a designated period. Loss of privilege may also include the termination of a Stevens Grant or scholarships. Athletes could be suspended from all athletic programs. Student Workers can lose the ability to work for the College.

Probation: The student is placed on formal disciplinary probation and is required to demonstrate improved behavior over a designated period. Any further violation of college policy during the probationary period may result in more serious sanctions, including loss of privileges, suspension, or recommendations for expulsion. Additional conditions or restrictions may be imposed during this time to support the students' accountability and development.

Residence Hall

a. Suspension: The student is temporarily removed from the residence hall but may continue attending classes. The student must leave campus by 6:00 pm (or 20 minutes after their last class) each day and may not return to the residence hall until the suspension period ends.

b. Contract Termination: Residence hall contracts may be terminated for violations of the Student Code of Conduct or housing policies. Serious or repeated violations may result in immediate removal, with housing charges applied per the College's refund policy.

Suspension: The student or student group is temporarily removed from the College for a designated period. When a student is suspended from the College, they are not allowed on campus or in any College activities, whether on or off-campus (like sports events or club meetings).

Expulsion: Expulsion is the permanent removal of a student or student group from the College. This sanction is used for the most serious violations.

- A College employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, warning, suspension, or termination of employment.
- A College non-employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from a College relationship and College grounds.
- Persons who violate this policy may also be subject to civil damages or criminal penalties.

In addition, the College can make available to the victim a range of protective measures. May include forbidding the accused from entering the victim's residence hall and from



communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, and changes in working situations.

Employees involved in a Title IX investigation may be placed on paid administrative leave while the matter is being reviewed. This action is not considered disciplinary and does not imply any determination of responsibility. Rather, it is a neutral measure to support a fair and safe process for all parties involved. If, following a thorough investigation and due process, the employee is found responsible for violating policy, potential sanctions may include, but are not limited to: a written warning, mandated training or education, suspension without pay, a performance improvement plan (PIP) with associated progressive discipline steps, and, in some cases, termination of employment.

4.2.6 Publicly Available Recordkeeping:

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

4.2.7 Victims to Receive Written Notification of Rights:

When a student or employee reports to the College that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of their rights and options as described in the paragraphs above.

4.2.8 Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Campus Inclusion & Compliance Officer, Nakia Perry at 717-391-1365. State registry of sex offender information may be accessed at the following link:

<https://www.meganslaw.psp.pa.gov/>

4.3 Prevention and Awareness Program

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the



offenses of dating violence, domestic violence, sexual assault, and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

4.3.1 Risk Reduction

Every person at the College deserves to feel safe, respected, and supported. Preventing violence starts with awareness, education, and action. Whether you are in a relationship, navigating social spaces, or supporting a friend, your choices matter. Together, we can build a campus culture that stands against Dating Violence, Domestic Violence, Sexual Assault, and Stalking.

Education is an essential component of the prevention and elimination of Sexual Harassment. To accomplish an adequate Title IX educational program, the College shall:

- Educate members of the College community on what constitutes prohibited conduct under the policy.
- Inform members of the College community of this policy and training programs to ensure their implementation.
- Ensure that the College has sufficiently trained staff to carry out educational programs and regarding the procedures established by the [Title IX policy](#).

The Title IX Coordinator shall oversee and coordinate training regarding Title IX and ensure that College officials acting under this policy, including but not limited to the Title IX Coordinator, investigators, decision makers, informal resolution facilitators, College provided Advisors, and appeals officers receive training in compliance with 34 C.F.R. § 106.45(b)(1)(iii) and any other applicable federal or state law. To the extent training relates to employees, the Title IX Coordinator shall coordinate such training with the Office of Employee Engagement.

Risk Reduction: Healthy Relationships

At TSCT, we want everyone to feel safe and supported in their relationships. Healthy relationships are built on mutual respect, trust, communication, and personal boundaries—where both individuals feel valued and free to be themselves. Unfortunately, college students are more likely to experience harm such as domestic violence, dating violence, sexual assault, or stalking from someone they know rather than a stranger. That is why it is important to learn how to recognize red flags like controlling behavior, excessive jealousy, isolation, or pressure to engage in unwanted activity. Understanding what a healthy relationship looks like and knowing when to seek help can protect you and others, and help create a safer, more respectful campus community.

Educational programming about consent, reducing risk through healthy relationships, planning for safety, and implementing bystander intervention are ongoing at the College.

4.3.2 Bystander Intervention

Bystander intervention plays a critical role in maintaining a safe and respectful College environment. When students, faculty, and staff are empowered to recognize and respond to potentially harmful situations—such as sexual assault, stalking, domestic violence or dating violence, they help prevent escalation and support those at risk. By stepping in safely and appropriately, bystanders can disrupt abusive behavior, offer support to victims, and reinforce a culture of accountability. Whether through direct action, distraction, or seeking help from



authorities, these interventions send a clear message that harmful conduct is not tolerated. Promoting bystander awareness and training across campus strengthens community bonds and fosters a shared responsibility for safety and well-being.

Bystander Intervention Tactics

Direct Intervention

- Speak up in the moment if it's safe to do so.
- Example: "Hey, that's not okay," or "Are you alright?"
- Use a calm, non-confrontational tone to de-escalate the situation.

Distract

- Interrupt the situation without confrontation.
- Example: Ask for directions, start a random conversation, or spill a drink to break the tension.
- This gives the person at risk a chance to exit safely.

Delegate

- Get help from someone with authority or influence.
- Example: Call campus security, notify a resident advisor, or alert a bartender or staff member.
- You don't have to act alone, getting help is still intervention.

Delay

- Check in with the person after the incident.
- Example: "I saw what happened earlier—are you okay?" or "Do you want to talk?"
- Offer support and help them connect with resources.

Document

- If safe, record or write down what you see.
- Example: Take note of time, location, and details.
- Only share documentation with the person affected or authorities—never post publicly.

Support the Survivor

- Believe and validate their experience.
- Avoid judgment or pressing for details.
- Encourage them to seek help from trusted resources, such as the Title IX Coordinator.

4.3.3 Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.



4.3.4 Ongoing Prevention and Awareness Campaign

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the Primary Prevention and Awareness Program (PPAP) but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault, and stalking.

4.3.5 PPAP and OPAC Programming Methods

The PPAP and OPAC are carried out using a range of strategies. Methods include, but are not limited to presentations, online training modules, distribution of written materials, periodic emails, and guest speakers. A summary of this programming is provided below.

- New students receive education on the prevention of dating violence, domestic violence, sexual assault, and stalking through a presentation by the Office of Student Services and the Campus Security Department during orientation. All new employees are required to complete a training module on these topics upon hire and are required to retake the training each year.
- As part of its ongoing campaign, the College uses in person presentations by sexual assault organizations, emails with pertinent safety information, announcements, etc. While programming occurs throughout the year, the College also offers educational sessions and literature in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.

4.4 Procedures to Follow if You are a Victim

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Campus Security Department at 717-391-7225. You may also contact the College's Title IX Coordinator at 717-391-1365 or online on the College's website: [Title IX Reporting](#).

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by Campus Security Authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.



4.4.1 Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Do not bathe or wash or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at:

Lancaster General Hospital

555 N Duke St, Lancaster, PA 17602

(717) 544-5511 · 11 mi

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide later to file a police report. Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

4.4.2 Security/Law Enforcement & How to Make a Police Report

- Campus Security, 1100 E Orange St, Lancaster, PA 17602, 717-391-7225
- Lancaster City Bureau of Police, 39 West Chestnut Street, Lancaster, PA 17603, Non-Emergency: 717-664-1180
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

4.4.3 Information about Legal Protection Orders

In Pennsylvania, victims may obtain a Protection from Abuse Order, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Adult Orders of Protection may be found at: [Protection Order Information \(PFA\) | Lancaster County Courts, PA](#).

4.4.4 Who May File for Protection from Abuse

For the court to have the authority to consider and grant a Protection from Abuse Order, the acts of abuse must occur between either adults or minors who have the following types of relationship:

- Child of defendant
- Child of plaintiff
- Current or former cohabitant of defendant
- Current or former sexual or intimate partner with defendant
- Family member related by blood (consanguinity) to defendant or related by marriage or affinity to defendant
- Parent of child with defendant
- Sibling of defendant
- Spouse or former spouse of defendant



- **Where to File a PFA**

You can file a Protection from Abuse Petition with an attorney, with advocate assistance, or through the Bail Administration Office. You may wish to see an attorney or other persons knowledgeable about abuse to discuss whether a protection order is what you need or want. You may contact a private attorney or one of the following offices:

Bail Administration Office

50 N. Duke St.
Second Floor
Lancaster, PA 17602
717-295-3584

Domestic Violence Legal Clinic

35 E. Orange St.
Second Floor
Lancaster, PA 17602
717-291-5826

Lawyers Referral Services

28 E. Orange St.
Lancaster, PA 17602
717-393-0737

- **How to File a PFA through the Office of Bail Administration**

Protection from Abuse Petitions are taken Monday - Friday from 8:30 a.m. - 1 p.m. at:

Bail Administration Office

50 N. Duke St.
Second Floor
Lancaster, PA 17608

Please note that this is a lengthy process and may take several hours to complete.

The staff of the Bail Administration will assist you in filling out a petition and order for protection from abuse. They cannot give legal advice. Your petition and order will then be presented to a judge. If your order is granted it will remain in effect until the hearing is held. After the judge signs the temporary order, copies will be made, and your petition will be filed in the Prothonotary Office. Before leaving the Bail Administration Office, you will receive two copies of your protection order. You should always keep a copy with you.

Service is provided to the defendant by the Sheriff's Department. The Sheriff will notify the defendant that an order has been issued by handing a copy of the petition and order to them. The Sheriff's Department will notify you when service has been made. The Bail Administration staff will notify the police departments in the jurisdictions in which you live and work that an order has been issued by the Court.



You may wish to have an attorney represent you at the court hearing. After your petition and order are filed, you should immediately contact your attorney. If you do not have an attorney, you may contact:

MidPenn Legal Services (services are free)

38 N. Christian St.
Suite 200
Lancaster, PA 17602-2828
717-299-0972

Lawyers Referral Services

28 E. Orange St.
Lancaster, PA 17602
717-393-0737

Domestic Violence Legal Clinic (DVLC)

The DVLC offices are located at 35 E. Orange St., Second Floor, Lancaster, PA 17602, or call 717-291-5826 to arrange an appointment to speak with a legal advocate. If you need a safe place, you may call the Domestic Violence Services Shelter at: 717-299-1249.

After an appointment with the legal advocate, a Petition for a Protective Order can be prepared. DVLC staff will assist in the preparation, filing, and processing of the necessary papers. DVLC staff is also available for assistance and support after the filing of the legal papers.

The legal process and papers will follow the same course as if filed directly with the Bail Administration Office.

- **Emergency Protection from Abuse Orders**

An Emergency Protection from Abuse Order is available when the courthouse is closed. An emergency PFA can be obtained through the magisterial district judge. You should call your local police department and tell them you want to file a petition under the Protection from Abuse Act. The police will be able to help you contact the appropriate magisterial district judge.

When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The institution will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

The institution does not issue legal orders of protection. However, as a matter of institutional policy, the institution may impose a no-contact order between individuals in appropriate



circumstances. The institution may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

4.4.5 Available Victim Services

Victims will be provided with written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

College Resources

- **Mental Health Counseling:** Michelle Marmo, Counselor, Brenner Hall, Room 101 mentalhealth@stevenscollege.edu, 717-391-7213. If you are having a mental health crisis, please call Crisis Intervention at 717-394-2631 or the National Suicide Prevention Hotline at 988.
- **Health Services Main Campus:** Brenner Hall, First Floor (Room 107) – 750 East King Street, Lancaster, PA 17602, 717-299-7769.
- **Student Financial Aid:** Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, they should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at: [Financial Aid - Thaddeus Stevens College of Technology](#)

4.4.6 Community and Confidential Resources

For students and employees seeking support, confidential resources are available through Domestic Violence Services of Lancaster County and the YWCA Sexual Assault Prevention and Counseling Center. Additional community-based resources address a range of issues including sexual assault, mental health, substance abuse, and general well-being. These include:

- [PA Coalition Against Rape](#), PCAR helpline, 1-888-772-7227
- [Planned Parenthood](#) (birth control and reproductive health) 902 Manor Street, Lancaster, PA 17603, 717-299-2891
- [RAINN, Rape, Abuse, Incest National Network](#), 1-800-656-HOPE (4673)
- [The YMCA Sexual Assault Prevention & Counseling Center](#): 24-Hour Sexual Assault Hotline, 717-392-7273
- **Pennsylvania State Police, Lancaster City Police, & Lancaster County Dispatch**, in cases of emergency, call 911. Call Lancaster City Bureau of Police 717-664-1180 for non-emergency reporting. To contact PA state Police for non-emergency reporting, call 717-299-8200



4.4.7 Healthcare Resources

Hospital

Lancaster General Hospital
555 N Duke St, Lancaster, PA 17602
717-544-5511

Penn State Health Lancaster Medical Center

2160 State Rd, Lancaster, PA 17601
223-287-9000

Lancaster General Health Urgent Care – Kissel Hill

51 Peters Rd, Lititz, PA 17543
717-627-7687

Lancaster General Health Urgent Care - Ephrata

895 E Main St, Ephrata, PA 17522
717-721-4585

Patient First Primary and Urgent Care - Lancaster

1625 Oregon Pike, Lancaster, PA 17601
717-925-2995

MedExpress Urgent Care – Lancaster

4 Rohrerstown Rd, Lancaster, PA 17603
717-299-3627

UPMC Urgent Care – Lancaster

233 College Ave #101, Lancaster, PA 17603
717-740-5750

Community Mental Health Services

Lancaster Behavioral Health Hospital
333 Harrisburg Ave, Lancaster, PA 17603
717-740-4100

YWCA Lancaster – Sexual Assault Prevention and Counseling Center (SAPCC)

110 N Lime St, Lancaster, PA 17602
Hotline: 717-392-7273
Office: 717-869-5009
Email: wehearyou@ywcalancaaster.org
ywcalancaaster.org
Services Offered: 24-hour sexual assault hotline, Crisis counseling and therapy, Medical and legal advocacy, Support groups (in-person and virtual)

Community Legal Services

Bail Administration
Historic Courthouse
50 N. Duke St.



Lancaster, PA 17602
717-295-3584

Domestic Violence Legal Clinic

35 E. Orange St.
Lancaster, PA 17602
717-291-5826

Lawyers Referral Services

28 E. Orange St.
Lancaster, PA 17602
717-393-0737

MidPenn Legal Services

38 N. Christian St. Suite 200
Lancaster, PA 17602
717-299-0971

National Resources

- Immigration Advocates Network: <https://www.immigrationadvocates.org/>
- National Coalition Against Domestic Violence: <http://www.ncadv.org/>
- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org/>
- US Citizenship and Immigration Services: <https://www.uscis.gov/>
- US Dept. of Justice Office on Violence Against Women: <https://www.justice.gov/ovw>

4.4.8 Accommodations and Protective Measures

The College will provide written notification to victims about options for and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or protective measures should be made to the Title IX Coordinator at 717-391-1365, and the Title IX Coordinator is responsible for deciding what, if any, accommodations, or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations.
- Any continuing effects on the complainant.
- Whether the complainant and alleged perpetrator share the same class or job location.



- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided for a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party to implement accommodation or protective measure. Such decisions will be made by the College considering the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

5. Timely Warnings & Emergency Response

5.1 Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the TSCT Crisis Management Team (CMT), to assess the need for the issuance of a Timely Warning. The CMT will determine what constitutes a serious or continuing threat to the College Community. This evaluation is completed on a case-by-case basis in consideration of the circumstances of the situation at hand and constitutes a serious or continuing threat to members of the campus community, a campus-wide "timely warning" will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to Campus Security at: 717-391-7225.

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

5.2 Emergency Response

The College has a Crisis Management Plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to tornadoes, bomb threats, chemical spills, disease outbreaks, fires, and active shooters.

The College has a designated Crisis Management Team (CMT) composed of senior administrators, campus security, facilities staff, and the Director of Communications and Marketing. The CMT works closely with local police, fire, and emergency services and directs the College's overall response to emergencies. The College has communicated with local police requesting their



cooperation in informing the College about situations reported to them that may warrant an emergency response.

If an event occurs on or off campus that is deemed an immediate or ongoing threat to public safety, the President or their designee will issue a Timely Warning. When a Timely Warning is issued, community members are advised to follow the guidance from the emergency notification system, RAVE.

Emergency Notifications will be issued when there is a confirmed, immediate threat to the safety of the campus community. These notifications will be distributed through RAVE, email, and social media, as necessary. The President, Vice Presidents, or the Director of Communications and Marketing may issue emergency notifications after confirming the emergency details with appropriate authorities such as local police, fire, or emergency services.

Students, staff, and visitors are encouraged to notify the Campus Security Emergency Hotline at 717-391-7225; 911 of any emergency or potentially dangerous situations.

The President or their designee (designees are the Vice Presidents or the Director of Communications and Marketing) will review information from campus administrative staff and local authorities to confirm the existence of a threat. They are responsible for initiating the College's response and coordinating with appropriate local emergency response agencies. Depending on the nature of the emergency, other College departments may assist in the confirmation process.

Once the emergency is confirmed and based on its nature, the President or their designee will consult with other appropriate College officials to determine the appropriate segment or segments of the College community to be notified.

The President or their designee in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The President or their designee will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

At the direction of Campus Security, or upon request from College Administration, faculty or staff will notify local law enforcement of an emergency if they are not already aware. The President, Vice Presidents, or the Director of Communications and Marketing will then distribute emergency notifications through RAVE, email, local media, and social media so that both the campus and the larger community are informed.



5.3 Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

Method	Sign Up Instructions
RAVE Alert System	Follow the instructions on https://www.getrave.com/login/stevenscollege . Use your college email address and password to access the alert system. Add your mobile phone number and email to ensure you get all alerts.
email	All members of the College community are automatically assigned an institutional email address upon enrollment or employment.

5.4 Testing & Documentation

In accordance with federal regulations, the College conducts tests of its emergency response and evacuation procedures at least once annually. These tests may be either announced or unannounced and are designed to assess and improve the effectiveness of the institution's emergency preparedness. Additionally, the Crisis Management Team convenes periodically to train, evaluate, and refine the College's Crisis Management Plan. Students are encouraged to verify and test their RAVE Alert System settings at any time by logging into [getrave.com](https://www.getrave.com) using their institutional credentials in [getrave.com](https://www.getrave.com) and selecting the "Test" option. To receive immediate timely warning notifications, individuals must register for RAVE alerts. Enrollment in the RAVE system is required to ensure prompt delivery of emergency communications.

The Vice President of Student Services, maintains a record of these tests and training exercises, including a description of them, the dates, and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute information to its students and employees to remind them of the College's emergency response and evacuation procedures.

6. Stop Campus Hazing Policy and Programming

The College prohibits hazing as defined by Pennsylvania and federal law.

Federal law defines hazing as follows:

The term "hazing" . . . means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
 - (a) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;



- (b) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- (c) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- (d) causing, coercing, or otherwise inducing another person to perform sexual acts;
- (e) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- (f) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- (g) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Federal law defines “student organization” as an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

6.1 Process

Anyone who experiences or witnesses hazing is encouraged to report the hazing to the Vice President of Student Services or the Director of Employee Engagement. The crime can be reported online under the Safety and Security online site, “Report a Crime online.”

Once a report is submitted, incidents involving students will follow the process used to address alleged violations of non-academic College policies committed by students outlined in the Student Code of Conduct. This process involves assigning the matter to a Conduct Administrator who will gather relevant information and provide notice to the responding party, which may include a student group. The responding party will have the opportunity to meet with the Conduct Administrator and may provide a written statement and additional information regarding the incident. The Conduct Administrator will determine whether a policy violation has occurred, using the preponderance of the evidence standard. If the responding party is found responsible for having violated the Policy, the responding party will receive a resolution letter explaining the violation(s) and the necessary accountability measures to resolve the case. After receiving notice of the outcome, the responding party may submit an appeal of the final decision on certain limited grounds to the Vice President of Student Services. If the appeal is deemed eligible, it will be forwarded to the Vice President of Academic Affairs for review. If the decision is upheld, a further appeal may be submitted to the President. The President’s decision is final.

The College expects employees to comply with the company’s standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, The College endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not



modify the status of employees as employees at will or in any way restrict the company's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Step 1: Informal discussion- When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

Step 2: Counseling- If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present information regarding the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and (e) issue a counseling notice to the employee.

Step 3: Verbal Reprimand- If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and a representative from the HR department should meet with the employee in private and proceed via (a) through (d) above and issue a reprimand notice to the employee.

Step 4: Written Reprimand- If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and a representative from the HR department should meet with the employee in private and proceed via (a) through (d) above and issue a reprimand notice to the employee.

Step 5: Suspension- Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director and the director of HR. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, such as a written policy prohibiting sexual harassment or workplace violence.

Step 6: Failure to improve- Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay), and an investigation of the incidents leading to the suspension should be conducted to determine if any further action, such as termination, should be taken.

6.2 Hazing Prevention and Awareness Program

The College provides research-informed, campus-wide prevention and awareness programs related to hazing, including in-person training for students during New Student Orientation and written



materials for faculty and staff as part of New Employee Orientation. Training is offered annually for current students and employees.

This programming, designed to reach students, faculty, and staff, provides information regarding this Policy, including how to report hazing, the process used to investigate hazing, and information on applicable laws regarding hazing.

The programming also provides students, faculty, and staff with primary prevention strategies intended to stop hazing before it occurs, including bystander intervention, information about ethical leadership, and promotion of strategies for building group cohesion without hazing.

6.3 Hazing State Laws

Summary (Code of Pennsylvania)	
a. Offense defined	<p>A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:</p> <ol style="list-style-type: none">1. Violate Federal or State criminal law.2. Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the minor or student to a risk of emotional or physical harm.3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.5. Endure brutality of a sexual nature.6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.
b. Grading	<ol style="list-style-type: none">1. Except as provided under paragraph (2), hazing is a summary offense.2. Hazing shall be a misdemeanor of the third degree if it results in or creates a reasonable likelihood of bodily injury to the minor or student.
c. Limitation	<p>Hazing shall not include reasonable and customary athletic, law enforcement or military training, contests, competitions, or events. 18 Pa. C.S. § 2802.</p>
a. Offense defined	<p>An organization that intentionally, knowingly, or recklessly promotes or facilitates a violation of section 2802 (relating to hazing) or 2803 (relating to aggravated hazing) commits the offense of organizational hazing and shall be subject to any of the following penalties:</p>



1. A fine of not more than \$5,000 for each violation of section 2802.
2. A fine of not more than \$15,000 for each violation of section 2803.

b. Penalties

In addition to any other sentence imposed, if an organization commits the offense of organizational hazing, the organization shall be subject to such other relief as the court deems equitable. 18 Pa. C.S. § 2804.

a. Maintenance

An institution shall maintain a report of all violations of the institution's antihazing policy or Federal or State laws related to hazing that are reported to the institution.

b. Contents

The report shall include all of the following:

1. The name of the subject of the report.
2. The date when the subject was charged with a violation of the institution's antihazing policy or Federal or State laws related to hazing.
3. A general description of the violation, any investigation, and findings by the institution and, if applicable, penalties.
4. The date on which the matter was resolved.

c. Initial report

This section shall apply beginning with the 2018-2019 academic year. The initial report shall include information concerning violations that have been reported to the institution for five consecutive years prior to the effective date of this section to the extent the institution has retained information concerning the violations.

d. Personal identifying information

The report shall not include the personal identifying information of an individual.

e. Time

An institution shall post an initial report required under this section on its publicly accessible Internet website by January 15, 2019.

f. Update

An institution shall update the report biannually on January 1 and August 1 and shall post the updated report on its publicly accessible Internet website.

g. Duration

An institution shall retain reports for five years. 18 Pa. C.S. § 2809.

Additionally, as relates to reporting hazing incidents, Pennsylvania permits:

a. Immunity for the individual seeking medical attention for another

- b.** An individual shall not be prosecuted for an offense under this chapter if the individual can establish all of the following:



1. A law enforcement officer first became aware of the individual's violation of this chapter because the individual placed a 911 call or contacted campus security, police or emergency services, based on a reasonable belief that another individual was in need of immediate medical attention to prevent death or serious bodily injury.
 2. The individual reasonably believed the individual was the first individual to make a 911 call or contact campus security, police or emergency services and report that an individual needed immediate medical attention to prevent death or serious bodily injury.
 3. The individual provided the individual's own name to the 911 operator or equivalent campus security officer, police, or emergency services personnel.
 4. The individual remained with the individual needing medical assistance until a campus security officer, police or emergency services personnel arrived and the need for the individual's presence had ended.
- c. **Derivative immunity for the individual needing medical attention** - An individual needing medical attention shall be immune under this section from prosecution for an offense under this chapter or section 6308(a) (relating to purchase, consumption, possession or transportation of liquor or malt or brewed beverages) only if another individual against whom probable cause exists to charge an offense under this chapter reported the incident and remained with the individual needing medical attention and the other individual qualifies for a safe harbor under this section.
- d. **Limitations** - The safe harbors described under this section shall be limited as follows:
1. This section may not bar prosecuting a person for an offense under this chapter if a law enforcement officer learns of the offense prior to and independent of the action of seeking or obtaining emergency assistance as described in subsection (a).
 2. This section shall not interfere with or prevent the investigation, arrest, charging or prosecution of an individual for a crime other than an offense under this chapter or section 6308(a).
 3. This section shall not bar the admissibility of evidence in connection with the investigation and prosecution for a crime other than an offense under this chapter or section 6308(a).
 4. This section shall not bar the admissibility of evidence in connection with the investigation and prosecution of a crime with regard to another defendant who does not independently qualify for a safe harbor under this section.
- e. **Civil immunity** - In addition to any other applicable immunity or limitation on civil liability, a law enforcement officer, campus security officer or prosecuting attorney who, acting in good faith, charges a person who is thereafter determined to be entitled to immunity under this section shall not be subject to civil liability for the filing of the charges. 18 Pa. C.S. § 2810.



7. Missing Student Policy

Any member of the College community who receives a report that a student is missing or has independent information that a student is missing for 24 hours, should immediately report the information to Campus Security 717-391-7225, 1100 East Orange Street, Lancaster, PA 17602.

A notification may also be made to Director of Residence Life, 717-299-7681 or the Vice President of Student Services, 717-299-7794, who will immediately report the information to Security and/or Police.

Campus Security will contact Residence Life to determine if the student is a Residential Student. If the student is not a Residential Student, Campus Security will determine if additional action is needed. If the student is a Residential Student, the Residence Life staff will work with Campus Security to conduct a preliminary investigation to verify the situation and to determine the circumstances relating to the reported missing student.

Students residing in on-campus housing have the option, in addition to providing an emergency contact, to identify confidentially an individual or individuals to be contacted by the institution in the event the student is determined missing for more than 24 hours. The missing person contact may, but does not have to be, the same person as the emergency contact. If the student has identified a missing person contact, the College will notify that individual no later than 24 hours after the student is determined to be missing. Students may provide the name and contact information when checking into their on-campus housing facility and are responsible for ensuring that the information is up-to-date and accurate.

The missing person contact information will be considered confidential, will be maintained separately from other information, and will be accessible only to authorized campus officials. Housing and Residence Life officials may disclose the missing person contact information only to Campus Security or local law enforcement only in furtherance of a missing person investigation.

A student who wishes to designate a confidential contact may do so by notifying Residence Hall Director or Student Services Director.

If the missing student is determined to be under the age of 21, Campus Security will follow the reporting requirements set forth by Suzanne's Law, 42 U.S.C. § 5779. This requirement provides that, in general, each Federal, State, and local law enforcement agency shall report each case of a missing person between the ages of 18 and 21 reported to such agency to the National Crime Information Center of the Department of Justice.

If the missing student is determined to be under the age of 18 and not emancipated, Residence Life staff will notify Campus Security who will contact the student's custodial parent or guardian within 24 hours of being deemed missing. In all cases, Campus Security will notify the student's designated confidential contact within 24 hours after the student is determined to be missing.

8. Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:



Crime	On Campus			On Campus Housing			Non Campus			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022	2024	2023	2022
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hazing	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	4	0	0	4	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	9	0	0	8	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	1	0	0	0	0	0	0	0	0
Stalking	1	0	0	1	0	0	0	0	0	0	0	0

Hate crimes

2024: No hate crimes reported.

2023: No hate crimes reported.

2022: No hate crimes reported.

Crimes unfounded by the College

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

2022: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

2022: 0 unfounded crimes.



Data from law enforcement agencies

The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the College's Clery Geography.

9. Annual Fire Safety Report

9.1 Housing Facilities and Fire Safety Systems

The College maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

Thaddeus Stevens College of Technology Main Campus, 750 East King Street, Lancaster, PA 17602.

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Armstrong Hall, 750 E. King Street, Lancaster, PA 17602	X	X	X	X	X	X	12
Bourne Hall, 750 E. King Street, Lancaster, PA 17602	X	X	X	X	X	X	12
Brenner Hall, 750 E. King Street, Lancaster, PA 17602	X	X	X	X	X	X	12
Griscom Education Center (Gec), 1100 E. Orange Street, Lancaster, PA 17602	X	X	X	X	X	X	12
Herrington Hall, 750 E. King Street, Lancaster, PA 17602	X	X	X	X	X	X	12
Metzger Hall, 750 E. King Street, Lancaster, PA 17602	X	X	X	X	X	X	12
Reighard Hall, 101 Shenks Lane, Millersville, PA 17551	X	X	X	X	X	X	12



9.1.1 Policies on Portable Appliances, Smoking and Open Flames

Student Rooms are part of a larger community, and steps are being taken to protect the safety of all students in the community. Fire Safety violations will be taken seriously as they are a safety issue for the individual's room as well as the surrounding rooms and person inhabiting those rooms.

Fire safety violations include, but not limited to, the following:

Tampering with fire extinguishers, fire alarms, smoke detectors, sprinkler systems, any type of systems, or any type of fire safety equipment, including hanging items from fire safety equipment, covering them with any objects, and taking the batteries out of any fire safety equipment.

Students should not have open flames, burn incense or candles, or conduct themselves in such a manner as to increase the risk of flames in the residences halls.

The use of the following equipment is not permitted in the residence hall:

Heating immersion coils (including space heaters, toaster, etc.); Electrical cooking devices (e.g. hot plates, skillets, etc.); and irons, etc. Students should check with their Residence Hall Advisor if in doubt about the use of a given electrical appliance.

The College reserves the right to make periodic inspections of campus housing to ensure fire safety systems are operational and that the policy on prohibited items is being complied with. Prohibited items, if found, will be confiscated and donated or discarded without reimbursement.

Tobacco use is prohibited in and on all College property, including college vehicles, except for designated smoking areas. Tobacco is defined as any type of tobacco product including, but not limited to, chewing tobacco, snuff, cigarettes, cigars, cigarillos, pipes, and bidis. Electronic cigarettes, e-cigarettes, and vaping are also restricted to the designated areas.

9.2 Fire Evacuation Procedures

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is nearby) as they leave. If circumstances permit at the time of the alarm, additional instructions will be given regarding where students and/or staff are to relocate.

9.3 Fire Education and Training Programs

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. Their purpose is to: familiarize everyone with the fire safety system in each facility, train them on procedures to follow if there is a fire and inform them of the College's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory and any student with a disability is given the option of having a "buddy" assigned.



9.4 Reporting Fires

The College is required to disclose each year statistical data on all fires that occurred in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency, ensure your own safety and then please call 911.

There may also be instances when a fire is extinguished quickly, and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Dr. Christopher Metzler, Vice President of Student Services at Dr. Christopher Metzler, 750 East King Street; Lancaster, PA 17602, 717-299-7794. When providing notification of a fire, give as much information as possible about the location, date, time, and cause of the fire.

9.5 Plans for Future Improvements

The College periodically reviews its fire safety protections and procedures. Currently, it has no plans for future improvements.

9.6 Fire Statistics

Thaddeus Stevens College of Technology Main Campus

2024

No fires were reported in 2024.

2023

No fires were reported in 2023.

2022

No fires were reported in 2022.

