



Police and Safety Information

Per Act 73, “College and University Security Act”

Public Law 101-542 Title 11 – Crime Awareness and Campus Safety

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all colleges and universities in the United States to report their crime statistics, campus security/law enforcement policies, and reporting procedures to the U.S. Department of Education and the campus community annually. These crime statistics are compiled and reported in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting System.

Pennsylvania College of Technology is committed to providing for the safety and security of students, staff, and visitors to its facilities. Many programs and services have been designed to ensure that a peaceful learning environment is maintained at all times.

There are approximately 6,500 students and 1,200 full- and part-time employees who make up the Penn College campus community. Their common bond is the desire for student success.

Police Department

The Penn College Police Department bears the primary responsibility for law enforcement and security on campus. The Police Department is located at 1154 W. Third St., one block west of the Klump Academic Center. The police business number is (570) 321-5555. For fire, police, or ambulance emergencies, dial 9-1-1 from any telephone.

Penn College Police officers are commissioned officers and enforce the laws of Pennsylvania, as well as College policies and regulations. The College police are highly trained individuals. They receive the most current training available in law enforcement, medical response, and other related areas. Ongoing in-service training is varied and all-inclusive, with the intent to keep the department’s level of professionalism at its highest and to constantly seek new and better ways to serve the Penn College community.

Penn College Police work closely with local, state, and federal agencies and have direct radio contact with the Williamsport Bureau of Police. The City of Williamsport and the College have a memorandum of understanding establishing the boundaries and guidelines for investigations of crime.

Reporting Crimes

Students and employees are encouraged to report criminal acts and suspicious activities immediately so that police can take steps to protect members of the campus community. If you see a crime occur on campus, you can report it to the College Police at the office located on the corner of West Third and Grier Streets or by dialing (570) 321-5555 or by dialing 9-1-1 from any telephone.

Alternately, you can report a crime anonymously by filling out our online Silent Witness form (www.pct.edu/police/silentwitness.asp). It should be noted, however, that the College may not be able to provide absolute confidentiality due to the need to protect the safety of the person making the report or others who may be at risk. Additionally, local law enforcement officials may be able to obtain information through the legal process. Nevertheless, the College attempts to handle such confidential information with discretion and due regard for the feelings of the person making the report.

Crimes may also be reported to Counseling Services, Bush Campus Center, Room 204.

Crime Alerts

Upon confirmation of a significant emergency or dangerous situation involving a crime (*occurring either on or off campus*), that in the judgment of the Chief of Police, constitutes an ongoing or continuing threat to the health and safety of students or staff, the Penn College Police will issue and immediate notice to students and employees. The crime alert bulletin will be distributed via e-mail, the Police Web site, and PCToday. If a possible threat exists within a specific area of the campus (*e.g., residence halls*), printed bulletins will also be posted in that vicinity.

All current and previous “Crime Alert” bulletins can be viewed on the Penn College Police Web site at www.pct.edu/police/crimeAlerts/crimeAlert.asp.

Anyone with information related to a crime alert, should report the information to the Penn College Police by phone at (570) 321-5555 or in person at the office on the corner of West Third and Grier Streets.

Crime Reports and Records

In additional timely warnings, the Penn College Police Department recognizes its responsibility to publish crime statistics for the most recent three-year period, and to make these statistics available to the College community. The community will be alerted as to when and where this information can be accessed. This report is made available pursuant to Act 73, “College and University Security Act,” Public Law 101-542, Title 11, Crime Awareness and Campus Safety. Students and employees may file complaints regarding the compliance with this Act, in writing, to the Senior Vice President.

Reports of crime on College property are investigated by the Penn College Police and charges are filed with the Magisterial District Judge and with the College’s Vice President for Student Affairs. Assistance from the Williamsport Bureau of Police and the Pennsylvania State Police may be requested in the event that the crime is beyond the investigative capacity of the College Police.

The Penn College Police maintain records of students and non-students who have been charged with criminal offenses. These records are kept in compliance with the Criminal History Information Act. This department participates in the Lycoming County Records Management System, which connects all county municipal law enforcement agencies and permits them to share criminal activity information.

Police Log

The Penn College Police maintain an Incident Report Log containing a listing of reported criminal incidents, the time and location the incidents occurred, and the disposition of criminal charges filed. The log is available for review, upon request, in the Police Department during normal business hours. The log is also available to students and employees on the Police Department site of myPCT Portal.

Certain information may be withheld to protect a victim or the integrity of a criminal investigation in progress.

Emergency Response and Evacuation

Events that require a campus-wide emergency response will be identified by the College president in consultation with the senior advisers, College Police, and other pertinent officials.

Pennsylvania College of Technology has developed an Emergency Response Plan to provide guidance to College employees in dealing with campus emergency situations and any immediate after-effects. The first priority considered in this Emergency Response Plan is the impact of emergency situations on students and campus safety.

The plan addresses some specific emergency scenarios, but also can be used as a guideline for any type of emergency situation, including those that involve guests and members of the public who might be on campus. The plan is tested annually.

Posted in every classroom, office, and bulletin board are In Case of Emergency instruction sheets. Emergency response guidelines are provided to all students and employees through the myPCT Portal.

Timely warnings and communication are critical when there is an immediate threat to the health and safety of students, employees, and visitors on campus. The College relies on multiple types of warning and communication devices, including PCT Alerts (text alert system), audible external sirens, fire alarms, public address systems, e-mail, radio and television station broadcasts, and LCD display screens located throughout campus.

In an emergency, information can change very quickly. During these situations, it is important that everyone heed messages and warnings issued by police, emergency service providers, and the administration.

Reporting Missing Students

Students, employees, and family members are encouraged to report missing students immediately so police can take steps necessary to locate the missing student. If you are concerned that a student is missing or has not been seen or spoken to for some time, you can report it to the College Police in person or by calling (570) 321-5555.

Illegal Drugs & Alcohol

Penn College complies with the Drug Free Schools and Communities Act amendments of 1989. The Student Rights & Responsibilities Web site is available to every full- and part-time student at www.pct.edu/studentpolicy. The site includes standards of conduct, legal sanctions, health risks, counseling, treatment and rehabilitation programs available, and possible disciplinary sanctions. A printed copy of the site contents is available upon request.

Laws regarding the possession, sale, consumption, or furnishing of alcohol are controlled by the Pennsylvania Liquor Control Board (PLCB). However, the enforcement of alcohol laws on or around campus is the primary responsibility of the Penn College Police Department. The Penn College campus has been designated "Drug Free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Penn College Police Department.

Possession, transportation, consumption, or sale of alcoholic beverages by persons under the age of 21 is prohibited. Penn College has a policy regarding the use of alcohol at College functions by those over 21 years old. Violators are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

Sexual Assault Prevention and Response

A statement regarding Penn College's policies and procedures related to sexual assaults is included on the Student Rights and Responsibilities Web site (www.pct.edu/studentpolicy). Educational programs to promote the awareness of rape, sexual harassment, and other offenses are provided by Student Health Services and Counseling Services.

Victims of sexual assault are encouraged to report the offense to the police or Counseling Services, who will arrange for free and confidential counseling. Victims are also encouraged to seek medical attention at once, since most injuries are not readily apparent.

In instances where the victim and the assailant are acquaintances, the victim may not realize the incident meets the legal definition of rape. The definition of sexual assault is not limited to rape, and includes other acts of a sexual nature. Sexual assault may involve any unwanted touching with a sexual motivation.

If a sexual offense occurs, the victim should take the following actions:

- Go to a safe place.
- Get help immediately. Call the Penn College Police, a friend, a relative, or a rape crisis center such as Wise Options. The Penn College Police will notify the Williamsport Bureau of Police if in their jurisdiction or if the victim requests their assistance.
- Get medical attention as soon as possible. Do not shower, bathe, or douche.
- Do not urinate, if possible. A sample will have to be given.
- Do not eat, drink liquids, smoke, or brush teeth if oral contact took place.
- Keep clothes worn during the offense. If clothes are changed, place in a paper bag rather than plastic.
- Do not destroy any physical evidence that may be found in the area of the crime.
- Tell someone all details remembered about the assault.
- Write down all details remembered as soon as possible.

Following an incident, victims are encouraged to make a report to the Penn College Police or the Williamsport Bureau of Police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence.

Persons accused of rape and other forcible and non-forcible sex offenses will be arrested, and charges will be filed with the Magisterial District Judge. The accused also may face a variety of disciplinary actions, including suspension or permanent dismissal from the College. In cases involving an alleged sexual offense, the accuser and the accused may have others present during a disciplinary hearing. The results of that hearing will be made known to both parties. The victim's academic and living situations will be changed upon request if reasonably available.

There are on- and off-campus resources to help victims of sexual assault. The College's Counseling Center provides on-campus assistance. Off-campus resources include:

- YWCA Wise Options – Williamsport, PA – (800) 326-8483
- Crossroads Counseling, Inc. – Williamsport, PA – (800) 887-2720
- Lycoming County Adult Probation – Williamsport, PA – (570) 327-2385
- YWCA Homeless Shelter – Williamsport, PA – (570) 322-4637
- Anchor Counseling – Muncy, PA – (570) 584-6393
- Lycoming County District Attorney – Williamsport, PA – (570) 327-2456

Sex Offender Registration and Related Information

The “Campus Sex Crimes Prevention Act” of 2000 provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The act requires sex offenders, already required to register in a state, to provide notice of each institution of higher education in that state at which he/she is employed, carries on a vocation, or is a student. This registration is to be made available to law enforcement agencies with jurisdiction where the institutions of higher education are located. Institutions of higher education are required to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained.

The act amends The Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that FERPA does not prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Persons seeking to obtain sex offender registration information may contact the Penn College Police Department at (570) 321-5555, the Williamsport Bureau of Police Department at (570) 327-7560, the Pennsylvania State Police at (570) 368-5700, or the Pennsylvania State Police Megan’s Law Web site at www.pameganslaw.state.pa.us.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Security Awareness and Crime Prevention

During orientation, new students are informed of services offered by the Penn College Police. Video and slide presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on campus and in the surrounding neighborhoods.

Periodically during the academic year, the Student Activities Office along with the Residence Life Office, Student Health Services, and the Penn College Police Department present Sexual Awareness Week (*February*) and Alcohol Awareness Week (*September*). The National Collegiate Alcohol Awareness Week is designed to increase students’ awareness of the potential consequences of substance abuse of alcohol and other drugs.

Sexual Awareness Week is dedicated to increasing students’ knowledge about a variety of topics related to sexuality. Topics covered include:

- Contraception
- Sexual Communications and Assertiveness
- Healthy Relationships
- Sexually Transmitted Infections
- Sexual Orientation
- Sexual Assault
- Responsible alcohol management
- Relationship between alcohol and sexual assault
- DUI Task force

These events encourage discussion and help raise students’ level of comfort when talking about these issues. Students have the opportunity to explore these issues and obtain factual information in a fun and open manner. Students are also introduced to the community resources available to them.

In addition to the seminars, crime prevention surveys are conducted routinely by the Penn College Police in order to identify crime-conducive conditions. Any facility-related deficiencies are reported to General Services for priority repair.

Engraving tools are available from the Penn College Police for labeling valuable personal property as a deterrent to theft. Students and employees may sign these items out at any time. Students are encouraged to mark their textbooks and other valuable personal property so they may be identified if recovered after a theft.

Emergency telephones, “Crime Alerts”, police escorts, around-the-clock emergency dispatch, and a 24-hour police operation are a few of the crime prevention services available to the College community.

Building Security and Safety

Buildings are secured after normal hours. Routine checks are made to ensure that buildings remain secure. Malfunctioning locks are reported to General Services immediately and they are repaired on a priority basis. Any problems with lighting or other safety measures are repaired as soon as possible.

The custodians are in direct radio contact with police patrols 24 hours a day so they can report any suspicious activity or emergency.

Call boxes and emergency telephones are located throughout the main campus to enable those needing immediate assistance to contact the College Police. Directions for use are printed on each unit.

College Housing

On-campus housing facilities are secured by an exterior fence and a police officer at the main gate. The officers are on duty from 9 p.m. to 5 a.m. nightly. Room assignments and changes are made by the Residence Life Office and all apartments have same-sex living arrangements. Residents must present their student IDs to enter the facilities after 10:15 p.m. All doors and windows are provided with locks. A professional staff member lives in each facility. Police officers assigned to these areas are fully trained and equipped to handle virtually any emergency. Each resident is provided with a handbook that includes safety, security, and enforcement information. Training sessions for the residents are held throughout the year on a variety of safety, security, and residence life issues.

The Resident Assistants patrol these facilities during the evening hours and check each apartment prior to every College closure to ensure that doors and windows are locked. The College Police check the exterior of these facilities as part of their regular patrols to ensure that they remain secure.

The guests of students must be signed in by their hosts. Overnight guests are permitted on Friday and Saturday nights and on holidays when there are no classes the following day. Guests of the College are occasionally housed in student apartments during the summer months when there is minimal student occupancy. An officer is not usually assigned to any College housing facility during the summer and during periods of no student occupancy.

Off-Campus Facilities

This police and security information applies to all College facilities, including the Schneebeli Earth Sciences Center, the Lumley Aviation Center, the Advanced Automotive Technology Center, the North Campus, the Community Arts Center, the Morgan Valley retreat, the Advanced Automotive Technology Center, the River Property Equipment Garage, and the General Services building on Reach Road.

This document and the total reported crime statistics are published for students and employees of all of these facilities.

The Williamsport Bureau of Police responds to reports of crime and emergencies in off-campus housing facilities, adjacent to the main campus. The Penn College Police also have jurisdiction in the 500-yard area adjacent to College property.

The Penn College Police Department monitors and records, on an annual basis, information provided by the Williamsport Bureau of Police Department about criminal activity in geographical areas of Williamsport that include off-campus student housing and off-campus locations of student organizations. Criminal activity on the part of students while off campus subjects them to discipline under the College's disciplinary procedures.

Crime Statistics Report

The crime statistics for the most recent three-year period are for all College facilities. (*Residence hall offenses are also included in the on-campus totals.*)

The offense rate, defined as the number of offenses per 100,000 population, is calculated by dividing the jurisdiction population by 100,000 and then dividing the number of offenses by the resulting number.

- Example:**
- a. If Penn College population = 4,886 (full-time equivalent for students and employees = FTE)
 - 1. Divide 4,886 by 100,000 = .04886
 - 2. Divide 4 by .04886 = 81.87
 - b. If trespass incidents for the year = 4
 - c. The trespass rate is then 81.87

Note: The number .04886 is divided into the total of each offense to determine the rate of that offense.

January 1 - December 31, 2008					
FTE Students	6,062	FTE Employees	936	Head Count	6,998
OFFENSE	ON CAMPUS	RESIDENCE HALLS	NON CAMPUS PROPERTY	PUBLIC PROPERTY	RATE PER 100,000
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Sex offense - forcible	0	0	0	2	28.58
Sex offense - Non-forcible	0	0	0	0	0
Robbery	1	0	0	0	14.29
Aggravated assault	0	0	0	0	0
Burglary	4	2	1	0	71.45
Motor vehicle theft	0	0	0	0	0
Arson	2	0	0	0	28.58
ARREST/DISCIPLINE					
Illegal weapons possession	1/0	0/0	0/0	0/0	14.29/0
Drug Law violations	27/15	20/11	0/0	9/2	514.44/400.12
Liquor Law violations	99/25	69/25	0/0	63/7	2,314.98/457.28

* No reported hate crimes

January 1 - December 31, 2007					
FTE Students	6,212	FTE Employees	899	Head Count	7,111
OFFENSE	ON CAMPUS	RESIDENCE HALLS	NON CAMPUS PROPERTY	PUBLIC PROPERTY	RATE PER 100,000
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Sex offense - forcible	1	1	0	0	14.06
Sex offense - Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	1	1	0	1	28.12
Burglary	8	7	0	0	112.50
Motor vehicle theft	0	0	0	0	0
Arson	2	0	0	0	28.12
ARREST/DISCIPLINE					
Illegal weapons possession	1/0	0/0	0/0	0/0	14.06/0
Drug Law violations	2/7	2/7	0/0	7/1	126.56/112.50
Liquor Law violations	110/37	87/31	0/0	59/15	2,376.60/731.26

* No reported hate crimes

January 1 - December 31, 2006					
FTE Students	6,092	FTE Employees	887	Head Count	6,979
OFFENSE	ON CAMPUS	RESIDENCE HALLS	NON CAMPUS PROPERTY	PUBLIC PROPERTY	RATE PER 100,000
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Sex offense - forcible	1	1	0	0	14.33
Sex offense - Non-forcible	0	0	0	0	0
Robbery	0	0	0	1	14.33
Aggravated assault	0	0	0	2	28.66
Burglary	3	2	0	0	42.99
Motor vehicle theft	0	0	0	0	0
Arson	0	0	0	0	0
ARREST/DISCIPLINE					
Illegal weapons possession	0/0	0/0	0/0	0/0	0/0
Drug law violations	8/6	8/6	0/0	3/4	157.62/143.29
Liquor law violations	138/39	123/38	0/0	80/13	3,123.66/745.09

* No reported hate crimes

Penn College Police
1154 West Fourth St.
(570) 321-5555
www.pct.edu/police

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