

ANNUAL SECURITY AND FIRE SAFETY REPORT
SAINT VINCENT COLLEGE AND SEMINARY,
LATROBE PA

2024



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INTRODUCTION:

Saint Vincent College is a Catholic, Benedictine, liberal arts college that prides itself on the personal relationships among students, faculty, administration, staff, and Benedictines. This network of relationships provides the environment for the growth and safety of its individual members. The College has an enrollment near 1850 (We have a capacity for 1283 in on-campus housing, with a typical yearly occupancy rate ranging from 94% to 99%.) with approximately 175 full and part-time faculty members and 379 additional non-faculty employees. Sharing the campus with the College is Saint Vincent Seminary, a Catholic school of theology and house of formation that prepares approximately 50 candidates for ministry as Catholic priests of which approximately 30 are residents in the diocesan seminarians' residence halls, namely Leander Hall and Roderick Hall. Also, on campus, Saint Vincent Monastery houses about 100 Benedictine Monks.

Saint Vincent College and Seminary are located in the Laurel Highlands recreational region on a suburban campus in Unity Township, near the City of Latrobe, 35 miles east of Pittsburgh on Route 30 East. The campus consists of 30 buildings with over 1,000,000 square feet of space on over 200 acres of improved grounds.

The Annual Security and Fire Safety Report is prepared in accordance with Pennsylvania Legislative Act 73 of 1988, College and University Security Information Act. It is also prepared in accordance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Reporting Act (20 USC 1092(f) as codified by 34 CFR 668.46, Institutional security policies and crime statistics and 34 CFR 668.41(e), Annual Security Report.

These reports can also be found on the Internet. The address is: www.stvincent.edu/cleryact

PUBLIC SAFETY:

Jurisdiction

The Public Safety Department is primarily responsible for the safety and security programs of Saint Vincent College, Seminary and Monastery. The Fire Chief is responsible for firefighting and fire safety programs of Saint Vincent College, Seminary and Monastery. The Public Safety Office reports to Bruce A. Antkowiak, Counsel to the College and Archabbey

Authority

The Public Safety Director, Stephanie J. Fago is a sworn police officer and does have the authority of arrest. Authority to exercise the power of arrest or to issue citations is retained by the President of the college. Public Safety Officers, who are not sworn, do not have the power of arrest or any other law enforcement authority.

The Pennsylvania State Police provide law enforcement services for Saint Vincent since Unity Township, where the college is located, does not have its own police force. The Public Safety Director and Public Safety Officers maintain a working relationship with Troop A of the

Pennsylvania State Police and with the City of Latrobe Police Department. The State Police are called whenever an arrest is necessary or there is a danger of personal harm.

Memorandum of Understanding

Saint Vincent does not have off campus housing for students, nor does the college sponsor any student organizations (e.g., fraternities or sororities) that have housing off campus. Therefore, Public Safety does not have a formal agreement with the Pennsylvania State Police for reporting crimes to Saint Vincent involving students off campus.

Personnel

In addition to the Public Safety Director, the department consists of full-time and part-time Public Safety Officers. Public Safety Officers are trained professionals in Act 120 (PA Municipal police training), retired State Police and/or PA Act 235. All have experience in security, law enforcement, public safety, or the military. Some Public Safety Officers and the Director are authorized to carry lethal weapons to defend the campus community from violent criminal activity. All Public Safety Officers must attend in-service training sessions on an annual basis. They also complete 120 hours of training with a Public Safety Training Officer. Additional training includes use of force, OC, baton, handcuffing, first aid, CPR and Automatic External Defibrillator.

The Public Safety Office also, employs personnel to staff the Emergency Communications Center (ECC), which operates 24 hours per day, every day of the year. ECC personnel complete the Association of Public Safety Communications Officials (APCO) Public Safety Telecommunicator (PST) training. These individuals monitor the vehicular and pedestrian access to the main part of the campus.

EMERGENCY NUMBERS:

Emergency Contact Information:

Contact Information	Contact Numbers
POLICE, FIRE DEPARTMENT and AMBULANCE	911
Campus Public Safety	Emergency: campus phone 2911 or 724-805-2911 Non-Emergency: Campus phone 2311 or 724-805-2311 Location: Ground floor of Alfred Hall Business hours 8:30am to 4:30pm
Pennsylvania State Police	724-532-3288
Wellness Center, Health and Counseling Services	Campus phone: 2115 or 724-805-2115 Location: first floor of the Robert S. Carey Center Business hours 8:30am to 4:30pm

Crisis Hotline of Westmoreland County	1-800-836-6010
Title IX Coordinator	Campus Phone: 2897 or 724-805-2987 E-mail: titleix@stvincent.edu Location: second floor of Alfred Hall Business hours 8:30am to 4:30pm

Reporting Crimes and Other Emergencies:

Anyone who is aware of criminal, suspicious activity or other emergencies is encouraged to notify Public Safety immediately. Reports are made by dialing 724-805-2311 for non-emergencies and 911 for life-threatening emergencies followed by calling 724-805-2911 for Public Safety response. The ECC answers the 2311 and 2911 telephone numbers 24 hours a day. The Emergency Telecommunications Operator (operator) has radio access to Public Safety Officers (officer) and telephone and radio access to the Westmoreland County Department of Public Safety 911 dispatcher. The officer will be dispatched and will assess the situation. The officer will determine the need for further assistance such as ambulance, fire department and/or residence life staff, at times, along with other College officials. Individuals who are victims of a crime are told of their right to notify State Police. Crimes may also be reported directly to the Pennsylvania State Police at 724-832-3288. Individuals making reports should provide their name, a return telephone number or e-mail address, the date and time of the incident, the type of incident, the location of the incident, the names of the individuals involved and the names of any witnesses.

Emergency call boxes are in each of the student parking areas which allow people to summon assistance. The security supervisor or delegate checks all emergency call boxes monthly. Problems are reported to the Public Safety Director and to the appropriate entity for immediate repair.

The Wellness Center is available to handle medical emergencies for staff and students during regular office hours. For medical emergencies occurring outside of regular office hours, referrals will be made to the nearby urgent care center (Med Express) or the Independence Health Latrobe Hospital emergency room. Residence Hall Directors and Prefects are trained in CPR, AED, and First Aid to aid in the residence halls if appropriate.

All medical emergency calls should be made to 911 and then to the Public Safety emergency line 2911. Public Safety, Wellness Staff and/or Residence Life Staff will summon an ambulance for serious medical emergencies.

Saint Vincent has a Fire Department staffed by a Fire Chief, Deputy Fire Chief, Assistant Chief, Benedictines, staff, and student volunteers. The Fire Chief is a Benedictine Monk, charged with other duties in addition to his fire department duties. The Deputy Fire Chief and Assistant Chief are employed on a part-time basis to assist the Fire Chief. The department assures that proper emergency equipment is available, along with appropriate fire detection devices. Emergencies are reported by dialing 911 followed by the campus emergency number 2911. When a fire alarm

is activated, the Fire Department is dispatched and Westmoreland County 911 is notified, and local fire departments are dispatched. In the event fire department personnel are not present, the Public Safety Officer will respond and communicate with local fire departments responding to the event of a fire related issue.

Individuals may report crimes in person at the Public Safety Office located in Alfred Hall on the Ground Floor, during regular business hours. They may also report crimes in person to the ETO at the ECC or to the Public Safety Director located in Alfred Hall on the Ground Floor. Crimes may be reported to the Public Safety Office by email at **publicsafety@stvincent.edu**.

Anyone aware of someone on campus whose behavior is causing concern, who has made a threatening remark or overt act of physical violence against self or another person(s) or property, may report that behavior to Public Safety or to Student Affairs. You may also complete the form at the following location: **http://www.stvincent.edu/campus_safety_form**

Reporting to Campus Security Authorities (CSAs):

The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that are considered to be “campus security authorities” (CSAs) under the law. CSAs encompasses four groups of individuals and organizations associated with an institution.

1. A campus police department or a campus security department within an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Faculty and staff designated as CSAs under the Clery Act and/or Responsible Employees (“RE”) under Title IX are required to report any incidents of sexual misconduct to the Title IX Coordinator, who in turn provides aggregate information to the Public Safety Director for the purposes of ensuring Clery reporting compliance. In addition, victims and third parties can make anonymous and confidential reports online of incidents of sexual assault or sexual misconduct. Further information regarding anonymous and confidential reporting of sexual assault can be found in the Sexual Harassment and Misconduct Policy section of this report.

Confidential Reporting:

Victims may report crimes on a voluntary and confidential basis. Victims of a sexual assault can obtain a PS Form 22, Confidential Sexual Assault Report Form from the Public Safety Office, Student Affairs Office, or by downloading the form from the Public Safety portal page. Victims of all other reportable crimes can obtain a PS Form 23, Crime Statistic Report Form from the same location.

Personal and Pastoral Counselors encourage the voluntary and confidential reporting of crimes, if and when they deem appropriate. These crimes are only included in the annual disclosure of crime statistics and no record is published. Once the statistic is determined not to have been previously reported, it is included in the annual security report.

Daily Crime and Fire Log:

The Public Safety Department maintains a Daily Crime and Fire Log. The log contains the date the crime was reported, the date and time the crime occurred, the nature of the crime, the location of the crime and a disposition if known. The log is available for review during normal business hours in the Public Safety Office.

CRIME PREVENTION:

Crime prevention is a shared responsibility of the entire community. The Public Safety Director is responsible for development and implementation of crime prevention programs. The crime prevention message is delivered in several different ways. Incoming freshmen are briefed on safety and security matters as part of their orientation process. Prefects are encouraged to make presentations during their mandatory floor meetings. Several crime prevention and fire safety videos are available for their use. A variety of Crime Prevention Handouts and pamphlets are placed in the Public Safety Office, Student Affairs Office, and the Wellness Center. Several other programs have been instituted at Saint Vincent. The Operation Identification program provides individuals with a pamphlet on how to mark important belongings with an engraver to help prevent theft and to aid in the recovery of their items. A form is available to record the important data about the item, such as serial number, model number, and date of purchase and value. Another program is the Escort Service. An individual can request a walking escort by officer from anywhere on campus to anywhere on campus. Crime prevention reminders are often included in the weekly Bulletin, the official campus newsletter and when necessary, crime prevention bulletins are mailed directly to each individual or emailed. Sexual violence prevention is provided to students, faculty and staff through the Title IX Office during the academic year, and includes but is not limited to orientation briefings, education sessions speakers, and personal safety workshops.

Crime Prevention Tips:

Most thefts are crimes of opportunity. A crime of opportunity is a crime that is committed without planning. The following is a list of suggestions to help you avoid being a victim.

- Keep doors to residence halls locked when not occupied.

- Do not provide unauthorized persons access to buildings.
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry and checkbooks in a lock box or locked drawer.
- Keep a list of valuable possessions.
- Do not leave laptop computers, cell phones or textbooks unattended, even for a short period of time.
- Walk in well-lit areas.

Safety Tips

- Walk on well-lit paths and avoid shortcuts.
- Avoid parking in isolated areas.
- Do not accept rides from casual acquaintances.
- Travel with a friend or a group, especially when walking at night.
- At social events, drink only from sealed containers and avoid punch bowls. Do not leave your drink unattended for any amount of time, if you do, do not drink it.
- When walking or running, if you wear headphones to listen to music, keep one ear free so you can hear what is going on around you.
- Keep your residence hall door locked and do not share your keys with anyone or open the door to someone you do not know.
- Always be aware of your surroundings, in all places. Always have an escape route, especially in locations such as parties, bars, and concert areas.
- Be sure someone knows where you are. If you do not plan to be gone all night or over the weekend, be sure to have someone check on you and you do the same for them.
- Call Public Safety anytime you notice anything or anyone who appears suspicious.

EMERGENCY RESPONSE AND NOTIFICATION:

Immediate Emergency Response:

Saint Vincent employs an outdoor emergency messaging system as well as a text messaging service contracted with Omnilert. Omnilert is a voluntary, but highly encouraged program for the faculty and staff and for students. In addition, Saint Vincent employs email messaging for emergency notifications

Saint Vincent uses pre-recorded messages for the outdoor notification system and templates for the Omnilert text messaging system. The contents of the mass notification can be augmented by using the public address feature. Omnilert text messages can be modified to meet the need of the specific incident.

Saint Vincent does not segment its notification process. Everyone is on the same network.

The policy for activation of emergency notifications is contained in Public Safety's Standard Operating Procedure 4-5, Mass Notification Systems Protocol.

When a potentially significant emergency or dangerous situation is identified by the Saint Vincent staff, the Public Safety Director will be notified immediately. The Director will conduct an immediate investigation into the facts and circumstances of the event to confirm the existence and severity of the event.

Upon confirmation of the event, the Public Safety Director will consult with General Counsel to the College and Archabbey, to determine the need for notification.

Once the need for notification has been established, if necessary, the content of the notification will be drafted with the assistance of the Vice President of Marketing and Communications and will be sent to the President or designee for final approval prior to release.

The President of Saint Vincent College is the approval authority for all activations on the Saint Vincent College Campus with the exception of the Pittsburgh Steelers Summer Training Camp. The President has designated the Executive Vice President/Chief Operating Officer, Counsel for the College and Vice President for Finance and Treasurer as personnel authorized to activate the systems.

Notifications will be made without delay unless in the professional judgment of responsible authorities, the notification will hamper victim assistance or interfere with the ability to contain or mitigate the emergency event.

The Emergency Telecommunications Operators must obtain permission from an individual on the list of those authorized to grant permission before activating the warning systems. If the Emergency Telecommunications Operator is not able to contact any of the administrators on the permissions list, the Emergency Telecommunications Operator (ETO) will secure permission from the Public Safety Director. If a threat is in progress and the ETO is not able to contact the Public Safety Director or other designated administrators, the on-duty ETO will immediately activate the systems without administrative approval. The on-duty ETO will also immediately activate the systems without administrative approval in situations where the delay will cause or have a high propensity to cause immediate casualties. This will be reserved for situations such as an active shooter.

The following is the list of all individuals responsible for determining the nature of the emergency and initiating the notification process as listed above.

President
Executive Vice President
Counsel for the College
Vice President for Finance and Treasurer
Assistant Vice President of Student Affairs
Public Safety Director
Human Resources Director
Emergency Telecommunications Operator

During the annual training camp, the National Football League Pittsburgh Steelers, the team can authorize the use of the mass notification system for crowd management as it relates to on-field practices and clearing the area for weather related situations. An Omnilert alert will not be sent in these instances.

Dissemination of Information to Community:

Saint Vincent College permits parents/families of students to sign up for Omnilert alerts. The student is responsible for adding parents/families to the account. They receive notification on a real-time basis.

Timely Warnings:

The Public Safety Director mails and posts memoranda on security matters as needed. All students and employees are made aware of the Annual Security and Fire Reports (posted on the College's web site) each fall.

The Public Safety Director consults with the Counsel to the College and Archabbey regarding serious crimes and situations affecting the community to determine the need for a timely warning. The President or his designee is the approval authority for posting timely warnings. Timely warnings of serious crimes are conveyed to the community by way of special postings, email, Omnilert text messages and/or direct mailings. The Crime Alerts are prepared without delay and posted in the residence halls and other areas through the Assistant Vice President for Student Affairs. These alerts contain the following information:

- Date and Time of Incident
- Location of the Incident
- Type of Incident
- Description of the Actor
- Summary of What Happened
- Crime Prevention Tips
- Contact Telephone Number

Follow Up Notifications:

Follow up notifications will inform the community of the resolution of an event, provide updates and further instruction of an ongoing event, or provide additional details of an ongoing occurrence that is non-criminal but poses a threat to person or property.

Testing Emergency Response:

Saint Vincent participates in Westmoreland County's Campus Shield program. Through this program, all participants receive annual training in the National Incident Management System and the emergency response/evacuation plans exercised on an annual basis.

To give everyone adequate time to make appropriate arrangements, exercises that affect the campus at large are preannounced. Saint Vincent emergency response and evacuation procedures are posted on MySV the Saint Vincent College Portal. A notice in MySV will be published at least annually to remind the community of the procedure's existence and will direct them to the web site. Public Safety will maintain all records for the exercise including a description of the exercise, the date, time and whether it was announced or unannounced.

Evacuation Procedures:

Evacuation drills are conducted each semester for all residential facilities. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Saint Vincent Fire Department (SVFD) does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, SVFD and Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. Public Safety maintains written procedures on MySV. A reminder of the location of this information is posted on MySV prior to the unannounced fall semester drill and included in the information announcing the winter drill.

Shelter-in-Place Procedures—What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, quickly seek shelter at the nearest building. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, including the outdoor loudspeaker, Saint Vincent Public Safety, Fire Department members, Residence Life Staff

members, other College employees, Omnilerts text, email message or other emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - a. An interior room
 - b. Above ground level; and
 - c. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (Facility Management staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (Residence Life Staff, faculty, or other staff) to call the list in to Public Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

SAFETY of and ACCESS TO FACILITIES:

The Facility Management staff works in cooperation with the Public Safety Director to maintain a safe environment. The Public Safety Director makes recommendations for the maintenance of grounds to remove potential danger areas. The Public Safety Department is responsible for maintaining records of all keys issued. Locks are changed when room keys are lost. Public Safety and Facility Management staff work together locking and unlocking campus buildings according to scheduled usage. This does not include Residence Halls, which are always locked.

Public Safety and Facility Management staff members report any needed repairs to the Facility Management Office. This includes burned out lights, broken locks, inoperable doors and other safety problems.

The Saint Vincent Fire Department assures that proper emergency equipment is available, along with appropriate fire detection devices. It conducts the necessary fire drills in both residence and academic halls.

The facilities and programs of Saint Vincent College and Seminary are reserved for the Saint Vincent community. Visitors, however, are welcomed for public or special events such as religious ceremonies, lectures, athletic contests, conferences and cultural activities.

Security Concerns in the Maintenance of Campus Facilities:

Members of the community are encouraged to report any safety, security, or maintenance concerns to the Public Safety Department or to the Facility Management Office.

A work order for maintenance needs can be entered using the Saint Vincent Portal at the following web address; <https://mysv.stvincent.edu>

Student Housing:

Housing is normally limited to full-time matriculated students, although the Dean of Students may make exceptions to this rule for students carrying fewer than 12 credits, for 5th year seniors, graduate students and for students undertaking their student teaching assignment. On-campus housing options include singles, doubles, suites, and apartments. Housing, in most cases, is single sex by floor, neighborhood or wing. All housing is smoke-free including vaping.

The six college residence halls are staffed by 1 Assistant Director of Residence Life, 4 Residence Hall Directors (RHD), 4 or 5 Assistant RHDs and a number of student Prefects to provide a 24-1 resident-prefect ratio in the freshman hall and a 35-1 resident-prefect ratio in the upper-class residence halls. The Residence Life staff must participate in a formation program prior to the academic year. The program includes presentations on first aid, fire safety, drug and alcohol prevention, non-violent conflict resolution, crisis intervention, sexual misconduct, and security. All residents receive a copy of the Student Handbook, either in hardcopy or electronic. Regular floor meetings are held by the Residence Hall Director and/or Prefects to deal with security issues.

Security of the College residence halls begin at the outside entrances. The exterior doors are locked 24 hours a day and are equipped with state-of-the-art proximity locks. Each student resident's identification card contains a proximity device that activates the lock to the residence hall. Saint Benedict Hall also contains a proximity lock on each individual neighborhood access door. Wimmer Hall, due to its configuration, has proximity locks on some interior doors as well as exterior doors and elevator. The floors for students in Wimmer Hall have automatic door closures. Doors lock upon closing. Checks are made at midnight to ensure that all doors are properly secured. Each student room is secured with a deadbolt locking system. The bolt is key-operated, not spring activated. When the bolt is fully extended, it is secured within the doorframe. The windows within the student rooms are secured by either a single or double latch. These windows once secured cannot be opened from the outside.

All students have identification cards to control restricted usage of the dining hall, library, residence halls, and sports facilities.

Visitors are welcome in college student housing, but unaccompanied visitors are asked to identify himself or herself to the Residence Hall Director or student Prefect. Overnight guests of Saint Vincent students are welcome but must be registered with either the Residence Hall Director or student Prefect. Visitors of the opposite sex, however, are not permitted between the hours of midnight and 10:00 a.m. Sunday through Thursday nights (2:00 a.m. to 10:00 a.m. on Friday and Saturday nights). On Fall and Spring Term weekends when school is in session, personnel are stationed at the entrances of all residence halls on Friday and Saturday evenings between 8:00 p.m. and 2:30 a.m. to ensure that only authorized Saint Vincent students or authorized guests are present within a residence hall.

All seminarians receive private rooms in Leander and Roderick Halls. The Vice-Rector makes room assignments for all new Seminary students. Returning Seminary students have the option of choosing a room according to their seniority within the Seminary community. Each seminarian's room is equipped with a lock and with hardware to secure windows. Keys to individual rooms also permit access to specified exterior doors in Leander Hall and to facilities reserved for exclusive use by the Seminary community. Thus, seminarians can gain admission to their residence halls even after the main entrances have been locked at approximately midnight. Priests, who are members of the Seminary staff, serve as Residence Hall Directors for the Seminary residence halls. These priests reside on the second and fourth floors of Leander Hall, and the third floor of Roderick Hall.

Visitors to the Seminary are welcome, but they must be accompanied by a seminary student at all times. Seminarians should notify the Seminary Vice-Rector when visitors will be present. Seminary recreation, laundry, and exercise facilities are reserved for the exclusive use of the Seminary community. Overnight accommodations are usually available, but arrangements need to be made with the Vice-Rector's Administrative Assistant and the Seminary/Monastery Guest Master.

Missing Card/Key:

All students, faculty and staff who lose their access card must notify Public Safety, so the card can be deactivated. The Public Safety Department can then issue a new card and reestablish card access.

When a key is reported missing the Public Safety Department and/or Residence Life will have the lock changed and a new key will be assigned.

MISSING STUDENT PROCEDURE:

The following describes the formal notification procedures to be followed when a student residing in on-campus housing has been reported missing for more the 24 hours.

All reports of missing or suspected missing resident students will be reported to the Public Safety Department at 724-805-2911 (off campus phone) or 2911 (campus phone). Public Safety will thoroughly investigate all reports of a missing person.

After an investigation is completed and Public Safety has determined the student has been missing for 24 hours, Public Safety will notify the local law enforcement authority and the student’s missing student contact. If a missing student is under 18 years of age and not emancipated, the college will notify a custodial parent or guardian. To avoid jurisdictional conflicts when an off campus, non-campus or commuter student is reported missing to Public Safety immediate notification will be made to the appropriate jurisdiction. The Department of Public Safety will assist external authorities with these investigations as needed or become primary jurisdiction if requested.

Resident students should register confidential information with the Office of Residence Life, stating who should be contacted in the event the student is determined to be missing for a period of more than 24 hours. This information will be accessible only to authorized campus officials and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Missing Person(s) report for January – December 2023

	On campus	Off Campus
Number of Missing Persons’ Reported	0	0

CAMPUS SEX CRIMES PREVENTION ACT:

Information concerning registered sex offenders can be obtained by contacting the Pennsylvania State Police at 724-832-3288 or the Westmoreland County Detective Bureau at 724-830-3287. Additional information may also be obtained from the Pennsylvania State Police Megan’s Law website at: <https://www.meganslaw.psp.pa.gov>

CLERY ACT REQUIREMENTS and CRIME DEFINITIONS:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and Universities across the United States to disclose information about crime on and around their campus. Public Safety collects crime statistics from the campus community members, campus security authorities, Student Affairs and local law enforcement. The Clery Act requires colleges and universities to disclose three general categories of crime statistics, which include criminal offenses, hate crimes, and arrests and referrals for disciplinary action.

These definitions are taken from the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) Program and the FBI National Incident Based Reporting System Handbook (sex offenses only).

Uniform Crime Reporting: The FBI’s Uniform Crime Reporting Program is a nationwide, cooperative statistical effort of nearly 18,000 city, university and college, county, state, tribal,

and federal law enforcement agencies voluntarily reporting data on crimes brought to their attention.

Hierarchy Rule: When counting multiple offenses, you must use the FBI's UCR Hierarchy Rule. Under this rule, when more than one Criminal Offense was committed during a single incident you should only count the most serious offense. A single incident means that the offenses were committed at the same time and place.

DEFINITIONS:

CRIMINAL OFFENSES:

1. Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
2. Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.
3. Burglary: The unlawful entry of a structure (four walls, a roof and a door) to commit a felony or a theft.
4. Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting victim in fear.
5. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Criminal Homicide:

1. Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
2. Manslaughter by Negligence: The killing of another person through gross negligence.

Sexual Assault:

1. Rape: The penetration no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This includes the rape of both males and females.
2. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity
3. Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

VIOLENCE AGAINST WOMEN ACT (VAWA):

1. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
2. **Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; or by a person with whom the victim shares a child in common; or by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
3. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

HATE CRIMES:

Hate Crime: A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

1. All criminal offenses listed above.
2. **Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
3. **Simple Assault:** The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
4. **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
5. **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Bias for Hate Crimes:

1. Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
2. Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
3. Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
4. Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
5. Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
6. Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
7. National Origin: preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
8. Disability: A preformed negative opinion or attitude toward a group or persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

ARRESTS, LIQUOR LAW VIOLATIONS, AND REFERRALS FOR DISCIPLINARY ACTION:

1. Weapons: Carrying, Possessing, etc.: defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instrument, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
2. Drug Abuse Violations: defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

3. **Liquor Law Violations:** defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Unfounded Crimes:

A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

POLICY ON ALCOHOL and OTHER DRUGS:

Saint Vincent College and Seminary are committed to the responsible use of alcoholic beverages on campus. Illegal or irresponsible consumption of alcoholic beverages and other drugs will not be tolerated. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited on College and Seminary property or as part of any activity sponsored by the College and Seminary. A controlled substance includes but is not limited to marijuana, cocaine, crack, heroin, and amphetamines.

Students, faculty, and staff must abide by the terms of the above policy. Furthermore, the Drug-Free Workplace Act of 1988 requires any employee to notify the Director of Human Resources of any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business. A report of the conviction must be made within five days following the conviction.

Disciplinary action for violations will be taken according to the applicable Saint Vincent College or Seminary handbook up to and including termination of employment or expulsion from the College or Seminary and referral for prosecution. Saint Vincent College and Seminary will not shield individuals from the legal consequences of their actions should they violate the law.

PENNSYLVANIA and FEDERAL LAWS

All members of the Saint Vincent College and Seminary community must adhere to all applicable local, state, and federal laws related to the sale and use of alcoholic beverages and their drugs and controlled substances.

In addition, a person convicted of a federal or Pennsylvania offense involving a controlled substance may be made ineligible to receive grants, licenses, contracts, and other federal benefits. Federal penalties for possession of any substance containing illicit drugs are up to one year of imprisonment and/or a fine up to \$5,000 for the first offense and up to two years imprisonment and/or a fine of up to \$10,000 for the second offense. Federal penalties for the cultivation or manufacture, distribution, or possession of illicit drugs are determined by their classification. Factors leading to stiffer penalties include, repeated offenses, larger amounts of the substance, purity of the substance, distribution to a person under the age of 18 or to a

pregnant woman, distribution within 1,000 feet of a schoolyard, playground, youth center, swimming pool, or video arcade.

Some examples of the federal laws related to the sale and use of alcoholic beverages are listed below:

PA CRIMES CODE, TITLE 18				
OFFENSE	PENALTY	1 ST OFFENSE	2 ND OFFENSE	SUBSEQUENT OFFENSE
Section 5505 – Public Drunkenness A person is guilty of a summary offense if he appears in any public place manifestly under the influence of alcohol... to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.	Fine Jail	0 - \$300 0 – 90 days	0 - \$300 0 – 90 days	0 - \$300 0 – 90 days
Section 6307 – Misrepresentation of Age to Secure Liquor or Malt or Brewed Beverages A person is guilty of a summary offense for a 1st violation and misdemeanor of the 3rd degree for any subsequent violations if he being under the age of 21 years, knowingly and falsely represents himself to be 21 years of age or older to any licensed dealer, distributor or other person, for the purpose of procuring or having furnished to him, any liquor or malt or brewed beverages.	Fine Jail License Susp.	0 - \$300 0 – 90 days 90 days	0 - \$500 0 – 1 year 1 year	0 - \$500 0 – 1 year 2 years
Section 6308 – Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverages A person commits a summary offense if he, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses, or knowingly and intentionally transports any liquor or malt or brewed beverage	Fine Jail License Susp. Notify Parent (of minor)	0 - \$500 0 – 90 days 90 days Yes	0 - \$1000 0 – 90 days 12 months Yes	0 - \$1000 0 – 90 days 2 years Yes
Section 6309 – Representing That a Minor is "of Age" A person is guilty of a misdemeanor of the third degree if he knowingly, willfully and falsely represents to any licensed dealer, or other person, any minor to be of full age, for the purpose of inducing (that) person to sell or furnish any liquor or malt or brewed beverages to the minor	Fine Jail	\$300 - \$2,500 0 – 1 year	\$300 - \$2,500 0 – 1 year	\$300 - \$2,500 0 – 1 year
Section 6310 – Inducement of Minors to Buy Liquor or Malt or Brewed Beverages A person is guilty of a misdemeanor of the third degree if he hires or requests or induces any minor to purchase or offer to purchase, liquor or malt or brewed beverages from a duly licensed dealer for any purpose	Fine Jail	\$300 - \$2,500 0 – 1 year	\$300 - \$2,500 0 – 1 year	\$300 - \$2,500 0 – 1 year
Section 6310.1 – Selling or Furnishing Liquor or Malt or Brewed Beverages to Minors A person commits a misdemeanor of the third degree if he intentionally and knowingly sells or furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age. This section does not apply to any religious service or ceremony which may be conducted in a private home or a place of worship where the amount of wine served does not exceed the amount reasonably, customarily and traditionally required as an integral part of the service or ceremony.	Fine Jail	\$1,000 - \$2,500 0 – 1 year	\$2,500 0 – 1 year	\$2,500 0 – 1 year
Section 6310.2 – Manufacture or Sale of False Identification Card A person commits a misdemeanor of the second degree if he intentionally, knowingly or recklessly manufactures, makes, alters, sells or attempts to sell an identification card falsely representing the identity, birth date, or age of another	Fine Jail	\$1,000 – \$5,000 0 – 2 years	\$2,500 – \$5,000 0 – 2 years	\$2,500 - \$5,000 0 – 2 years
Section 6310.3 – Carrying a False Identification Card A person commits a summary offense for a first violation and misdemeanor or the third degree for any subsequent violations if he, being under 21 years of age, possesses an identification card falsely identifying that person by name, age, date of birth or photograph as being 21 years of age or older and obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the same name of that person who possesses the card	Fine Jail License Susp. Notify Parent (of minor)	0 - \$300 0 – 90 days 90 days Yes	0 - \$500 0 – 90 days 1 year Yes	0 - \$500 0 – 90 days 2 year Yes
Section 6310.7 – Selling or Furnishing Nonalcoholic Beverages to Persons Under 21 A person commits a summary offense if he intentionally and knowingly sells or furnished nonalcoholic beverages to any person under 21 years of age. As used in this section, the term "nonalcoholic beverage" means any beverage intended to be marketed or sold as nonalcoholic beer, wine, or liquor having some alcohol content but does not contain more than 0.05% alcohol by volume.	Fine Jail	0 - \$300 0 – 90 days	0 - \$300 0 – 90 days	0 - \$300 0 – 90 days
PA VEHICLE CODE, TITLE 75				
OFFENSE	PENALTY	1 ST OFFENSE	2 ND OFFENSE	SUBSEQUENT OFFENSE
Section 3718 – Minor Prohibited from Operating with any Alcohol in System Notwithstanding any other provision of this title, a minor shall not drive, operate or be in physical control of a motor vehicle while having any alcohol in his system. A person who violates this subsection commits a summary offense	Fine	\$100	\$100	\$100
Section 3809 – Restriction on Alcoholic Beverages It is unlawful for any person who is operator or an occupant in a motor vehicle to be in possession of an open alcoholic beverage container or to consume any alcoholic beverage or controlled substance while the motor vehicle is located on any highway in the Commonwealth. Any person who violates this section commits a summary offense.	Fine	\$25	\$25	\$25
Section 3802(e) – DUI-Minors A minor may not drive, operate or be in actual physical control of the movement of a vehicle after imbibing a sufficient amount of alcohol such that the alcohol concentration in the minor's blood or breath is .02% BAC or over within two hours after the minor has driven, operated or been in actual control of the movement of the vehicle.	Fine Jail License Susp. Notify Parent (of minor)	\$500 - \$5,000 48hrs – 6 mos. 12 months Yes	\$750 - \$5,000 30 days – 6 mos. 12 months Yes	\$1,500 - \$10,000 90 days – 5 yrs 18 months Yes

SAINT VINCENT POLICY on DRUGS and ALCOHOL

The College encourages students to abstain from alcohol and other drugs. If students choose to consume alcohol, they should do so responsibly and legally.

Reporting Alcohol and Drug Related\Other Emergencies

Medical Amnesty Policy and PA Law

At Saint Vincent College, students' safety is paramount. If a student has been drinking but suspects that a friend is in danger or suffering from alcohol poisoning, a student can call for help without fear of legal consequences (immunity from prosecution) due to our Medical Amnesty policy and the PA Medical Amnesty Law.

Saint Vincent Medical Amnesty Policy

For a student to receive medical amnesty, the student seeking assistance for the sick **must**:

1. Place a 911 call, or a call to campus safety, police, or emergency services, in good faith, based on a reasonable belief and reported to that another person was in need of immediate medical attention to prevent death or serious injury.
2. Reasonably believe he or she was the first person to make 911 call or a call to campus safety, police or emergency services, and report that a person needed immediate medical attention to prevent death or serious injury.
3. Provide his or her own name to the 911 operator or equivalent campus safety, police, or emergency officer.
4. Remain with the person needing medical assistance until emergency health care providers arrived and the need for his presence had ended.
5. The only way law enforcement becomes aware of their own possession or consumption of alcohol is because of their conduct in 1-4 above.

The conduct of a student meeting the criteria of this statute will also be considered a mitigating factor in any disciplinary proceedings Saint Vincent conducts that arise out of the incident.

PA Medical Amnesty Law

Pennsylvania provides for medical amnesty as set forth in the Pennsylvania Crimes Code at 18 Pa. C.S. §6308. This section provides for **immunity from prosecution** for a person under the age of 21 for the possession or consumption of alcoholic beverages if law enforcement, including campus safety police, became aware of the possession or consumption solely because the individual was seeking medical assistance for someone else.

The person seeking assistance must reasonably believe he or she is the first to call for assistance, must use his own name with authorities, and must stay with the individual needing medical assistance until help arrives.

Students and employees are required to become familiar with all aspects of the College's Alcohol and Other Drugs Policy which are found in the Student Handbook, available online at: **http:** <https://www.stvincent.edu/information-for/current-students/index.html>

Health and Safety Concerns:

The influence of alcohol and the medically unsupervised use of drugs and/or narcotics may pose serious safety and health risks to both the user and other members of the Saint Vincent community. Alcohol is a central nervous system depressant, which slows bodily functions. Small quantities induce feelings of wellbeing, relaxation, and loss of inhibitions. Larger doses progressively cause intoxication, sedation, unconsciousness, and possibly death. Alcohol is psychologically and physically addictive and long-term abuse can lead to severe emotional, psychological, and physical problems.

The use of illicit drugs can also lead to many severe physical, psychological, and emotional problems. The specific effects depend on the dose, length of use, and the type of drug which is being used. Some examples of these effects include – loss of appetite, memory loss, learning difficulties, paranoia, anxiety, depression, sleeplessness, increased blood pressure and heart rate, damage to internal organs, stroke, and possibly death. More information about the specific effects of various drugs can be obtained from the Wellness Center (ext. 2115) or the Prevention Projects (724-805-2050).

Services Available:

The College and Seminary recognize drug and alcohol abuse and dependency as an illness and a major health problem. There are many services available for counseling, treatment or rehabilitation for students and employees. Students and employees concerned about their own or another person's alcohol or other drug use are encouraged to contact the Wellness Center, Counseling and Health Services, located in the Robert S. Carey Student Center or the Prevention Projects. Confidential advice and referral resource information is available. The College health insurance for employees provides coverage for both inpatient and outpatient treatment services.

Conscientious efforts to seek help for a drug or alcohol abuse problem will not jeopardize any employee's job or any student's record. Treatment service providers will design a specific aftercare plan to assist the employee or student with re-entry into their community environment. Any treatment options for Seminary students are governed by the specific policy of the student's sponsoring diocese, which is consulted in such matters.

Local Resources:

Outpatient Treatment/Rehabilitation Services	
Catholic Charities	724-837-1840
Independence Health Comprehensive Counseling Services, Greensburg	724-832-4110
Gateway Rehabilitation Center Greensburg Office	724-853-7300
Southwestern Pennsylvania Human Services (SPHS) Latrobe Office	724-532-1700
Greensburg Office	724-834-0420

Inpatient Treatment/Rehabilitation Services	
Addiction Recovery Center (ARC) Manor, Kittanning	800-323-1333
Greenbriar Rehabilitation Center, Washington, PA	800-637-4673
Pyramid Healthcare, several locations in nearby counties including Allegheny	888-694-9996
Twin Lakes Drug and Alcohol Rehabilitation Center, Somerset	800-452-0218
Support Services	
Westmoreland County Crisis Hotline	800-836-6010
Substance Abuse Helpline	844-897-8927
Alcoholics Anonymous	724-836-1404
Al-anon	412-572-5141 or 800-628-8920
Narcotics Anonymous	412-391-5247
Campus Counseling Resources	
Saint Vincent College Counseling Services, Wellness Center	Ext. 2115 or 724-805-2115
Saint Vincent College Campus Ministry	Ext. 2350 or 724-805-2350
Campus Information and Material Resource Services	
Saint Vincent College Prevention Projects	724-805-2050

POLICY ON FIREARMS and PYROTECHNICS:

The Student Handbook section 18 page 21 contains specific prohibitions on the possession of weapons and explosives by students on campus. Policies regarding the possession of firearms by members of the Benedictine Community of Saint Vincent Archabbey are determined and enforced by the Prior.

Saint Vincent policy prohibits the possession of firearms (a term that includes pyrotechnics of any kind) by anyone on the grounds of the College or Seminary unless specific authorization is obtained from the Public Safety Department.

POLICY ON SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING (“Sexual Harassment and Sexual Misconduct Policy”)

I. INTRODUCTION

Saint Vincent College (“Saint Vincent” or “College”) is deeply committed to its strong tradition of respecting, preserving, protecting, and enhancing the dignity of every member of its community and all whom we welcome as guests. This tradition embraces the notion that no member of the College community is, or should be, excluded from participation in, denied the benefits of, or subjected to discrimination in, any College program or activity on the basis of sex, sexual orientation, or gender identity. This also includes having an environment free from sexual harassment and sexual misconduct (“Prohibited Conduct”). The College will take prompt and equitable action to eliminate sexual harassment and sexual misconduct, prevent its recurrence, and remedy its effects.

II. PURPOSE

The purpose of this policy is to delineate the College’s responsibilities and actions with regards to reports of sexual harassment and sexual misconduct that are covered under Title IX of the Education Amendments of 1972 and its implementing regulations “Title IX”); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), as amended by the Violence Against Women Reauthorization Act of 2013 (“VAWA”); Title VII of the Civil Rights Act of 1964 (“Title VII”); and other applicable federal and state laws, including Pennsylvania Acts 16 of 2019 (“Act 16”) and Act 55 of 2022 (“Act 55”).

In addition, the policy identifies the College’s designated Title IX Coordinator and describes the Coordinator’s role in compliance with Title IX, the Clery Act and VAWA, and Act 16; identifies how students and employees can report Prohibited Conduct to the College and what resources are available both on and off campus to aid them, including employees’ and students’ rights to notify local law enforcement and their right also to decline to notify such authorities; provides information about how reports are assessed, investigated, and resolved; and provides the College with a means to take all reasonable steps to identify Prohibited Conduct, prevent recurrence, and to correct its discriminatory effects on the complainant and others.

Saint Vincent has developed processes to investigate or otherwise address reports of Prohibited Conduct that fall under this policy. This policy and the corresponding processes comply with the final Title IX regulations issued by the U.S. Department of Education’s Office for Civil Rights in May 2020.

III. SCOPE OF POLICY

This Policy applies to all faculty, staff, and students. Saint Vincent has developed processes to investigate or otherwise address reports of Prohibited Conduct that fall under this policy. This policy and the corresponding processes comply with the final Title IX regulations issued by the U.S. Department of Education’s Office for Civil Rights in May 2020, which require Saint Vincent College to respond promptly and reasonably when it has actual notice of potential sexual harassment or sexual misconduct in an education program or activity committed against a person

in the United States.

For the purposes of this policy, the term “education program or activity” includes:

- any on-campus premises;
- any off-campus premises that the College has substantial control over;
- activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of Saint Vincent’s programs and activities over which the College has substantial control.

The resolution processes for students, staff and faculty, which address all forms of Prohibited Conduct, outline consistent processes for informal and formal resolution. Throughout all processes, Saint Vincent will treat complainants and respondents equitably by offering Supportive Measures when Saint Vincent has actual notice of potential Prohibited Conduct, and by following a formal resolution process that fulfills the requirements for a grievance process under applicable federal and state laws before the imposition of any disciplinary sanction against a respondent.

IV. PROHIBITED CONDUCT

Saint Vincent is committed to establishing and maintaining a safe learning, living, and working environment where healthy, respectful, and consensual conduct represents the campus cultural norm.

To that end, Saint Vincent prohibits the following types of conduct, collectively called Prohibited Conduct:

- sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking, as set forth in this policy;
- retaliation against an individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has made a report of Prohibited Conduct, filed a Formal Complaint, testified, assisted, or for participated or refused to participate in any manner in an investigation, hearing or resolution of an alleged violation of this policy, as set forth in this policy; and
- the exertion of power, supervision, or authority by one individual over another in relationships of a sexual or intimate nature, as set forth in this policy.

Prohibited Conduct will be classified as either Title IX Sexual Harassment or Non-Title IX Prohibited Conduct. Title IX Sexual Harassment is conduct that meets the definitional **AND** jurisdictional requirements of Title IX.

Conduct under this policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the complainant or respondent.

V. NOTICE OF NON-DISCRIMINATION

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

This policy applies to enrolled students, College employees, contractors, vendors, visitors, guests or other third parties. This policy pertains to acts of Prohibited Conduct committed by or against students, employees and third parties.

VI. REPORTING TO LAW ENFORCEMENT

Certain conduct covered by this policy may also be a violation of the criminal laws of the Commonwealth of Pennsylvania and/or the United States. The processes set forth in this policy are not a replacement or substitution for the criminal justice system, nor are they intended to be. Nothing in this policy prevents or prohibits a person from reporting an incident of sexual harassment or sexual misconduct that may also be a crime to law enforcement. The College strongly encourages those who may be the victim of criminal conduct to contact law enforcement and will assist in making that contact. The Pennsylvania State Police, the law enforcement agency with jurisdiction over criminal acts occurring on Saint Vincent property, may be reached directly by calling the Greensburg Barracks at 724-832-3288.

The filing of a report with law enforcement will not prevent the College from simultaneously investigating a report or formal complaint of sexual harassment or sexual misconduct. The College will cooperate in any law enforcement investigation to the extent permitted by law, noting that federal law, specifically FERPA, limits what the College can share with law enforcement with the consent of the parties involved.

VII. TITLE IX COORDINATOR

The College has designated a Title IX Coordinator and Assistant Title IX Coordinator who are responsible for the oversight of this policy and any procedures related to it. Under the direction of the President, the Title IX Coordinator is responsible for overseeing and facilitating the resolution all reports of Prohibited Conduct.

The Coordinator's responsibilities include oversight of a prompt, fair, equitable investigation and resolution process for reports of Prohibited Conduct at the College, regardless of whether it involves Title IX Sexual Harassment or Non-Title IX Prohibited Conduct. The Title IX Coordinator also makes recommendations for campus wide training and education programs, and other remedial actions designed to eliminate sexual misconduct, prevent its recurrence and address its effects. The Assistant Title IX Coordinator assists the Title IX Coordinator in carrying out these responsibilities.

The Title IX Coordinator for Saint Vincent College is:

Eileen K. Flinn, Esq.

2nd Floor Alfred Hall

724-805-2897

eileen.flinn@stvincent.edu

The Assistant Title IX Coordinator for Saint Vincent College is:

Stephanie Fago

Office of Public Safety

Ground Floor, Alfred Hall

724-805-2923

stephanie.fago@stvincent.edu

Except as provided by this policy, the Title IX Coordinator must be informed of all reports of Prohibited Conduct, even if the report was initially filed with another individual or office.

In the event that the individuals designated as the Title IX Coordinator or Assistant Title IX Coordinator are unable (for any reason) to perform their duties in any case, the President will appoint a senior administrator of the College to carry out their duties.

Inquiries about the application of Title IX to Saint Vincent may be referred to Saint Vincent College's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both. To reach the Department of Education's Office for Civil Rights regarding Title IX inquiries visit www2.ed.gov/about/offices/list/ocr/complaintintro.html or call 800-421-3481.

VIII. DEFINITIONS

Actual Knowledge – notice of sexual harassment or allegations of Prohibited to the College's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. The standard is not met when the only official of the College with actual knowledge is the Respondent.

Advisor – a person selected by a Complainant or Respondent to support that person during a proceeding under this Policy, or a person appointed by the College to ask cross-examination questions, if the Party has not selected an Advisor. Complainant and Respondent may each select an Advisor of their choice. Certain employees of the College, such as the Title IX Coordinator, Director of Public Safety, and the Dean of Students, for example, have an actual or perceived conflict of interest preventing them from serving in this role. The Advisor may be but is not required to be an attorney. Each Party is permitted to have their Advisor attend any meetings, interviews, or hearings that occur pursuant to this Policy. A Complainant or Respondent should select as an Advisor a person whose schedule allows attendance at the scheduled date and time for any meetings because delays will not normally be allowed due to the scheduling conflicts of an Advisor.

Appeals – the process whereby both parties are provided the opportunity to appeal the determination regarding responsibility and sanctions, or the dismissal of Formal Complaint or any allegations within a Formal Complaint, on the bases of procedural irregularity, new evidence, or bias.

Coercion – verbal and/or physical conduct, including manipulation, intimidation, unwanted contact, and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact.

Complainant -- an individual who is alleged to have been the target of conduct that could constitute Prohibited Conduct.

Confidential Employees -- Campus or community professionals with the statutorily granted ability to maintain information as privileged. This includes the Benedictine Monks, the health care providers and counselors at the Saint Vincent Wellness Center, and the mental health professionals in the Saint Vincent Wellness Center and any programs that contract with Saint Vincent to provide mental health professional services. These individuals **are not** permitted or required to share any information about Prohibited Conduct disclosed to them unless:

- given permission to do so by the person who disclosed the information;
- there is an imminent threat of harm to self or others;
- the conduct involves suspected abuse of a minor under the age of 18; or
- as otherwise required or permitted by law or court order.

Confidential Support Persons -- Designated employees who can provide some level of anonymity to an individual reporting or disclosing Prohibited Conduct. These employees are not required to reveal personally identifying information about an incident to the College, and are only obligated to report nature, date, time, and general location of an incident to the Title IX Office while keeping confidential any information that would directly or indirectly identify the victim.

Consent – an affirmative, willing, clear, coherent and on-going agreement to engage in specific forms of sexual contact with another person, that requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely chosen to engage in sexual contact.

Dating Violence – includes any act of violence against a complainant who is or has been involved in a sexual, dating, or other intimate relationship with the respondent, or against a person with whom the respondent has sought to have such a relationship, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence may also include forms of Prohibited Conduct under this policy, including Sexual Assault, Sexual Exploitation, and Stalking.

Decision-Maker – the person or persons who are responsible to conduct the live hearing during the formal grievance processes found in this policy to decide whether a violation of this Policy

has occurred. Decision-Makers are trained annually and serve impartially without prejudging the facts at issue.

Domestic Violence – includes any act of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under Pennsylvania law, or by any other person against an adult or minor complainant who is protected from that person’s acts under Pennsylvania law. Domestic Violence may also include forms of Prohibited Conduct under this policy, including Sexual Assault, Sexual Exploitation, and Stalking.

Force – the use or threat of physical violence or intimidation to overcome an individual’s freedom to choose whether to participate in sexual contact.

Formal Complaint – a document signed by a Complainant or signed by the Title IX Coordinator alleging conduct that, if proven, would constitute Prohibited Conduct against a Respondent and requesting that the College investigate the allegations.. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the educational program or activity of the College with which the formal complaint is filed. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

Incapacitation – the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. **Mentally helpless** means a person is rendered temporarily incapable of appraising or controlling one’s own conduct. **Physically helpless** means a person is physically unable to communicate consent or unwillingness verbally or otherwise to an act.

Non-Title IX Prohibited Conduct -- conduct that must satisfy one or more of the following:

- A Saint Vincent employee conditions the provision of an aid, benefit, or service of Saint Vincent on an individual’s participating in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **or** objectively offensive that it effectively denies a person equal access to the College’s education program or activity;
- Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation, as defined in this section.

Officials with Authority – those employees who have the ability to take corrective action in response to a report of Prohibited Conduct and includes:

- President of the College
- Executive Vice President of the College
- Dean of Students
- Vice President of Student of Affairs
- Director of Athletics
- Title IX Coordinator

- Vice President of Academic Affairs
- School Deans (McKenna, Boyer, AHSSE)
- Director of Residence Life
- Director of Public Safety
- Any other College official specifically designated as such by the President of the College

Prohibited Conduct – means Title IX Sexual Harassment, Non-Title IX Prohibited Conduct, Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation as defined in this section.

Responsible Employees – Saint Vincent employees and volunteers not otherwise designated as Confidential Employees or Confidential Support Persons. Responsible Employees are required to convey all known details of incidents of Prohibited Conduct involving Students, Faculty and Staff, Third Parties and Invitees to the Title IX Coordinator. **Included in this definition are all** prefects, residence hall advisors and directors, head coaches, assistant coaches, graduate assistant coaches and volunteer coaches, salaried and hourly employees, including full-time and adjunct faculty, graduate and teaching assistants, and certain student employees who have supervisory responsibilities over other students.

Report – the submission of information to the Title IX Coordinator regarding a potential violation of this Policy. A report is not a formal complaint and, therefore, in and of itself will not trigger an investigation and/or the applicable grievance process.

Respondent – an individual who has been alleged to have engaged in conduct that, if proven, would constitute a violation of this Policy.

Retaliation – any adverse action, intimidation, threat, coercion, or discrimination against an individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has made a report or Formal Complaint of Prohibited Conduct, testified, assisted, or participated or refused to participate in any manner in any investigation, or proceeding under this policy. Retaliation includes such conduct through associates or agents of a complainant, respondent, reporting party, or participant in any investigation or proceeding related to this policy.

Sanctions – measures taken by the College following a determination that a violation of this Policy has occurred designed to restore or preserve equal access to the College’s education program or activity. Remedies may be disciplinary or punitive and may burden the Respondent who has been determined to have violated this Policy.

Sexual Assault -- having or attempting to have sexual contact with another individual without consent or where the individual cannot consent because of age or temporary or permanent mental incapacity. Sexual contact includes:

- sexual intercourse (anal, oral, or vaginal), including penetration with a body part (e.g., penis, finger, hand, or tongue) or an object, or requiring another to penetrate themselves with a body part or an object, however slight; or

- sexual touching of the private body parts, including, but not limited to, intentional contact with the breasts, buttocks, groin, genitals, or other intimate part of an individual's body for the purpose of sexual gratification;
- attempts to commit sexual assault; or
- having or attempting to have sexual contact between persons who are related to each other within the degrees where marriage is prohibited by law.

Sexual Exploitation –intentionally taking sexual advantage of another person without consent. It may involve use of one's own or another individual's nudity or sexuality. Examples of Sexual Exploitation include, but are not limited to:

- voyeurism (such as watching or taking pictures, videos, or audio recordings of another person in a state of undress without their consent or of another person engaging in a sexual act without the consent of all parties);
- disseminating, streaming, or posting images, pictures or video of another in a state of undress or of a sexual nature without the person's consent;
- knowingly exposing one's genitals to another person without consent;
- prostituting another individual; or
- knowingly exposing another individual to a sexually transmitted infection or virus without the other individual's knowledge and consent.

Stalking – occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. It is irrelevant whether the person at whom the conduct was directed was aware of the conduct, was in fear for their own safety or the safety of others or suffered substantial emotional distress. **Course of conduct** means two or more instances including but not limited to unwelcome acts in which an individual directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish.

Stalking includes cyber-stalking, a form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Title VII Sexual Harassment – Reports of sexual harassment where the complainant is an employee alleging Title VII sexual harassment by another employee are handled by the Director of Human Resources. Title VII Sexual Harassment includes any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, electronic, or otherwise (sexual harassment); or, any act of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise based on sex or gender, sexual orientation, gender identity, or gender expression, even if the acts do not involve conduct of a sexual nature (gender-based harassment); when one or more of the following conditions are present:

- Submission to or rejection of such conduct is either an explicit or implicit term or condition of, or is used as the basis for decisions affecting, an individual's employment or advancement

in employment, evaluation of academic work or advancement in an academic program, or basis for participation in any aspect of a Saint Vincent program or activity (quid pro quo); or

- The conduct is sufficiently severe, pervasive, or persistent that it has the purpose or effect of unreasonably interfering with, limiting or depriving an individual from participating in or benefiting from the College’s learning, working, or living programs under both an objective and subjective standard (hostile environment). In evaluating whether a hostile environment exists, Saint Vincent will evaluate the totality of known circumstances, including, but not limited to:
 - the frequency, nature and severity of the conduct;
 - whether the conduct was physically threatening;
 - the effect of the conduct on the complainant’s mental or emotional state;
 - whether the conduct was directed at more than one person;
 - whether the conduct arose in the context of other discriminatory conduct;
 - whether the conduct unreasonably interfered with the complainant’s educational or work performance and/or Saint Vincent programs or activities;
 - whether the conduct implicates academic freedom or protected speech; and,
 - other relevant factors that may arise from consideration of the reported facts and circumstances.

Title IX Sexual Harassment - conduct on the basis of sex that satisfies one or more of the following:

- A Saint Vincent employee conditions the provision of an aid, benefit, or service of Saint Vincent on an individual’s participating in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the College’s education program or activity;
- Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation, as defined in this section.

IX. PRIVACY AND CONFIDENTIALITY

Saint Vincent is committed to making reasonable efforts to protect the privacy interests of a complainant, a respondent and/or other individuals involved in a report under this policy. Maintaining confidentiality and respecting the privacy of individuals involved in a Prohibited Conduct matter helps to ensure a fair, thorough, and impartial investigation and resolution.

For the purposes of this policy, **privacy** generally means that information related to a report of Prohibited Conduct will only be shared with a limited number of individuals who “need to know” in order to ensure the prompt, equitable and impartial review, investigation, and resolution of the report. All employees who are routinely involved in responding to such reports receive specific training and guidance about safeguarding private information in accordance with applicable laws.

For the purposes of this policy, **confidentiality** means that campus or community professionals with the statutorily granted ability to maintain information as privileged cannot reveal identifiable information shared by an individual to any other person without express permission of the individual, or as otherwise permitted or required by law. Those campus and community professionals who can maintain privileged communications and keep information confidential, referred to as Confidential Employees.

Further, the College will maintain as private, any accommodations or supportive measures provided to the complainant to the extent that maintaining such confidentiality would not impair the College's ability to provide the accommodations or supportive measures.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"). All documentation related to a report of Prohibited Conduct, including the investigation and resolution are protected by FERPA and will not be released by the College, except as required by law.

The College strongly encourages all parties involved in a report of Prohibited Conduct, whether as a complainant, respondent, reporting party or witness to respect the confidential nature of any information provided, obtained and/or learned throughout the matter.

This does not mean that the parties are prohibited from discussing or sharing information or documentation with those they deem necessary, such as an advisor, support person, legal representative or someone serving in a similar capacity. The parties should, however, keep in mind the impact of discussing the investigation or sharing information about meetings or interviews with those who may be called as witnesses.

If, during an investigation it is determined that anyone involved in the investigation colluded or shared information with another in a way that subsequently may lead to harassment or conduct that could be construed as retaliatory, Saint Vincent may take disciplinary action to address such conduct. Such disciplinary action may be handled by the procedures outlined in Student Handbook, Faculty Handbook, Hourly Handbook, or Administrator Conduct Policy, as applicable and appropriate.

X. CONSENT

Consent is an affirmative and willing agreement to engage in specific forms of sexual contact with another person. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely chosen to engage in sexual contact. Consent is clear, coherent, willing and on-going. Consent cannot be obtained through:

- the use of coercion or force; or
- by taking advantage of the incapacitation of another individual.

Silence, passivity, or the absence of resistance does not imply consent. It is important not to make assumptions; if confusion or ambiguity arises during a sexual interaction, it is essential that each participant stop and clarify the other's willingness to continue.

Consent can be withdrawn at any time. When consent is withdrawn and outwardly communicated as such, sexual activity must cease. Prior consent does not imply current or future

consent; even in the context of an ongoing relationship, consent must be sought and freely given for each instance of sexual contact.

An essential element of consent is that it be freely given. Freely given consent might not be present, or may not even be possible, in relationships of a sexual or intimate nature between individuals where one individual has power, supervision or authority over another.

In evaluating whether consent was given, consideration will be given to the totality of the facts and circumstances, including but not limited to the extent to which a complainant affirmatively uses words or actions indicating a willingness to engage in sexual contact, free from intimidation, fear, or coercion; whether a reasonable person in the respondent's position would have understood such person's words and acts as an expression of consent; and whether there are any circumstances, known or reasonably apparent to the respondent, demonstrating incapacitation or lack of consent.

In addition, in accordance with Pennsylvania law, a showing that a person had knowledge that the other person has not consented to sexual activity or who recklessly disregarded the lack of consent and engaged in sexual activity, will be sufficient evidence that consent was not given.

An individual who is incapacitated lacks the ability to make informed judgments and cannot consent to sexual contact. Incapacitation is the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Mentally helpless means a person is rendered temporarily incapable of appraising or controlling one's own conduct. Physically helpless means a person is physically unable to communicate consent or unwillingness verbally or otherwise to an act.

Where alcohol or other drugs are involved, incapacitation is a state beyond impairment or intoxication. Where alcohol or other drugs are involved, evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

XI. EMPLOYEE RESPONSIBILITIES AND TRAINING

Saint Vincent is required to take responsive action when it has notice of potential Prohibited Conduct. Notice occurs when the Title IX Coordinator receives a report, from a complainant, or any other person, alleging Prohibited Conduct as defined under this policy or other College employees who are deemed to be "officials with authority."

Saint Vincent has instituted policies and training for employees to share any information about potential Prohibited Conduct with the Title IX Coordinator. This centralized reporting requirement increases the likelihood that a complainant will receive access to Supportive Measures, ensures that all Saint Vincent community members have equitable access to the resolution processes, and allows Saint Vincent to take appropriate action consistent with its Title IX obligations and educational mission while still respecting complainant's agency and

autonomy.

All Saint Vincent faculty and staff, including varsity coaches, assistant coaches, and graduate assistant coaches, as well as those serving as prefects or residence hall staff are designated as either Confidential Employees, Responsible Employees or Confidential Support Persons for the purposes of this policy. Saint Vincent faculty and staff receive annual training, both in person and through on-line modules, on Title IX and the federal Clery and Violence Against Women Act (VAWA), Act 16 and Act ??, and their obligations under these laws.

In the State of Pennsylvania, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) must report such incidents to the Department of Public Welfare's Child Line (800-932-0313 or <https://www.compass.state.pa.us/cwis/public/home>), the police having jurisdiction, and to their supervisor. Pennsylvania recognizes matriculated students under the age of 18 as "children" for purposes of this law and, as such, the College is mandated to report a criminal complaint of abuse or sexual abuse involving any person under the age of 18 immediately to ChildLine and the police having jurisdiction.

XII. REPORTING

Any person who experiences Prohibited Conduct or who is aware of a member of the College community who has been subject to Prohibited Conduct is strongly encouraged to make a report to Saint Vincent. Disclosures made to Responsible Employees must be relayed to the Title IX Coordinator.

A report can be made:

- In person to the Title IX Coordinator (Second Floor, Alfred Hall)
- By calling the Title IX Coordinator (724-805-2897)
- Disclosing or informing a Saint Vincent employee who has a reporting obligation (See Employee Responsibility to Report Allegations)
- By email (titleix@stvincent.edu)
- Online (<https://www.stvincent.edu/resources/title-ix/index.html>)

Anonymous Reports -- Except for disclosures made to College employees with reporting obligations, reports may be made anonymously. The easiest way to make an anonymous report is through the online reporting form. The College will respond promptly and equitably to anonymous reports, but the response may be limited if the report does not include sufficient information and/or a description of the facts and circumstances. Anonymous reports that provide enough information to constitute a criminal offense will be reported to the Office of Public Safety for purposes of inclusion in the College's Annual Security Report.

Reports of Title IX Sexual Harassment and Title VII Sexual Harassment where the complainant and respondent are both Saint Vincent Employees should be made to the Title IX Coordinator, who will provide the complainant with the necessary information needed for the complainant to make a decision on whether to pursue a course of action under Title IX or Title VII.

An individual does not have to be a member of the Saint Vincent community to file a report under this policy.

There is no time limit on reporting violations of this policy, although the College's ability to respond fully may become more limited with the passage of time. If the respondent is no longer affiliated with Saint Vincent (e.g., a report is made after a student has left or graduated or an employee no longer works for Saint Vincent), Saint Vincent will still provide reasonably available remedial Supportive Measures to the complainant, assist the complainant in identifying external reporting options, and may take other appropriate action to address the reported conduct.

Saint Vincent provides amnesty for violations of its policies on drug or alcohol use. There are many reasons why people do not make a report. A primary reason students do not report Prohibited Conduct to the College rests with the fear of being punished for violating the school's policies on drug and alcohol use. Saint Vincent College provides amnesty in such cases.

Amnesty provides students the ability to seek assistance for themselves or someone else by reducing the fear of facing disciplinary action for violating the College's policy on alcohol and other drugs. It removes barriers that prevent students from obtaining needed medical attention or other assistance when sexual harassment or sexual misconduct has occurred. The College does not have the authority to grant amnesty for criminal, civil or legal consequences for violations of federal, state or local laws.

Saint Vincent strongly encourages all members of its community to report violations of this policy that may also be crimes under Pennsylvania law to law enforcement; however, it is the complainant's choice whether to make such a report and victims have the right to decline involvement with the police. The College's Office of Public Safety will assist an individual with notifying local police. The Pennsylvania State Police may be reached directly by calling the Greensburg Barracks at 724-832-3288.

The filing of a report with law enforcement will not prevent the College from simultaneously investigating a report or formal complaint under this policy. Saint Vincent will cooperate in any law enforcement investigation to the extent permitted by law, noting that federal law, specifically FERPA and Title IX, limit what the College can share with law enforcement.

XIII. RESPONDING TO A REPORT

Upon receipt of a report, Saint Vincent will provide outreach to a complainant, offer Supportive Measures and conduct an initial preliminary assessment of the reported information. If the affected individual's identity is disclosed in the report, the Title IX Coordinator will extend an invitation to meet with the affected individual to discuss their procedural options and provide information on supportive measures. If the report is from a third party, the Title IX Coordinator may reach out to the reporting party to gain additional information if needed.

The College will support complainants in understanding and assessing their reporting options. Upon receipt of a report, the College will inform individuals of their right to file (or decline to file) criminal charges as well as the availability of medical, counseling and support services, and additional Supportive Measures, such as housing, academic, transportation and working accommodations.

At the time a report is made, a complainant does not have to decide whether to file a formal complaint. The College recognizes that not every individual will be prepared to file a formal complaint with the College or to law enforcement, and individuals are not expected or required to pursue a specific course of action.

If it is determined at the time of the preliminary assessment that the reported behavior, if proven, would constitute a violation of this Policy, and the Complainant files a Formal Complaint, then the applicable grievance process will commence.

If it is determined at the time of the preliminary assessment that the reported behavior is not covered by this Policy, the report will be referred to the appropriate College office (e.g., Student Affairs, Residence Life, Human Resources) to be addressed in accordance with the applicable College policy.

Making a report to Saint Vincent does not require the filing of a formal complaint, nor is the filing of a formal complaint, which involves an investigation and determination of responsibility of a policy violation, required for a complainant to receive supportive measures or assistance.

Both the Complainant and the Respondent will receive notice of their rights and resources. The Complainant will be informed of these rights in the initial intake meeting and again once a formal complaint is filed. The Respondent will receive notice when notified of the filing of a formal complaint. Those rights include, but are not limited to the following:

- The right to have disclosures of sexual harassment, sexual assault, domestic violence, dating violence and stalking treated seriously;
- The right to be treated with fairness and respect throughout the process;
- The right to be informed of College policies and procedures being applied to the case and have those policies and procedures followed without material deviation whenever possible;
- The right to have the College keep information related to the case as confidential as possible;
- The right to be accompanied by an Advisor during any meeting, interview, or hearing conduct in connection with your case;
- The right to receive Supportive Measures;
- The right to be notified of the time frame for major stages of the College's process;
- The right to have a reliable, thorough, and impartial investigation, including the right to meet with the Investigator to present relevant information, witnesses, and other evidence;
- The right to have a determination of the facts of the case be based on a preponderance of the evidence standard;
- The right to be notified in writing of the outcome of any formal College process related to the case;
- The right to be protected from retaliation by any member of the College community for participating in the College's process;
- The right to access an appeal process if/when an outcome has been determined with respect to the case.

XIV. SUPPORTIVE MEASURES

Saint Vincent will take and/or make available reasonable and appropriate Supportive Measures

designed to restore or preserve access to educational and employment opportunities without unreasonably burdening either party; address safety concerns of the complainant, the reporting party, the respondent or broader Saint Vincent community; maintain the integrity of the investigative and/or resolution process; and deter retaliation.

Supportive Measures include, but are not limited to:

- counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- mutual restrictions on contact between the parties
- changes in work or housing locations
- leaves of absence
- increased security and monitoring of certain areas of the campus

Supportive Measures are available regardless of whether the Complainant or Title IX Coordinator file a Formal Complaint. Supportive Measures are non-disciplinary, non-punitive individualized measures offered as appropriate, as reasonably available and without fee or charge to the requesting party.

In addition, other forms of Supportive Measures may involve more restrictive actions. Such Supportive Measures are typically only available when Saint Vincent has an articulable factual foundation that would support the taking of a restrictive measure against a respondent prior to the conclusion of the investigation or in lieu of an investigation. More restrictive Supportive Measures, to the extent they are nonpunitive, non-disciplinary and can be imposed without unreasonably burdening the respondent.

Saint Vincent will consider a number of factors in determining which Supportive Measures to take, including the needs of the individual seeking Supportive Measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the complainant; whether the complainant and the respondent share the same residence hall, academic course(s), or job location(s); and whether judicial measures have been taken (e.g., protective orders). Saint Vincent will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

The Title IX Coordinator is responsible for ensuring the implementation of Supportive Measures and coordinating the College's response with the appropriate offices on campus. Saint Vincent will maintain the privacy of any remedial and Supportive Measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures.

Supportive Measures, while similar in some cases, **are not** the same as academic accommodations provided to students under the federal Americans With Disabilities Act and/or Section 504 of the Rehabilitation Act, and the provision of Supportive Measure will be directed by the Title IX Office, and in some cases, facilitated by the Academic Accommodations Office as appropriate and necessary.

XV. APPLICABLE PROCEDURES UNDER THIS POLICY, IN GENERAL

The section includes procedures that are applicable for both Title IX Sexual Harassment and

Non-Title IX Prohibited Conduct.

- A. In response to a report of Prohibited Conduct, the report may be resolved by:
1. the imposition of Supportive Measures only;
 2. the filing of a Formal Complaint by the complainant;
 3. the filing of a Formal Complaint by the Title IX Coordinator;
 4. an informal resolution voluntarily and mutually reached after the filing of a Formal Complaint. (Title IX Sexual Harassment); or
 5. an informal resolution voluntarily and mutually reached by both parties regardless of whether a Formal Complaint has been filed. (Non-Title IX Prohibited Conduct)

Reasonably available Supportive Measures may be provided regardless of whether a formal or informal resolution process is initiated.

Following the filing of a Formal Complaint, Saint Vincent will initiate an investigation and grievance process to determine if there is sufficient evidence, by a preponderance of the evidence, to establish that this policy has been violated. The nature of the reported conduct, the location of the reported conduct, and the role of the respondent determines the procedures that will be used to investigate and resolve Formal Complaints.

- B. All individuals who have responsibilities in administering the grievance process under this policy must be free of any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent and will be trained as provided by federal regulations. Parties will be notified at the appropriate junctures of the identities of the individuals serving as the investigator, hearing officer, decision maker and sanctions panels assigned to a formal complaint. A party who has concerns that one or more of the individuals performing one of the aforementioned roles has conflicting interest or is biased must report those concerns to the Title IX Coordinator within 48 hours of being notified of their identities and include a brief explanation of the basis for the conflict or bias concern. The Title IX Coordinator will assess the allegations of conflict or bias to determine whether the identified individual(s) can fulfill their duties in an impartial way. If the Title IX Coordinator concludes that the facts and circumstances support the claim of conflict or bias, the pertinent individual(s) will not participate in the case.
- C. In order to protect the safety of the campus community, the Title IX Coordinator may review reports of violations of this policy absent the filing of a formal complaint, or under certain circumstances, when a formal complaint has been withdrawn. The Title IX Coordinator may need to themselves file a formal complaint and proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take into account the complainant's articulated concerns, the best interests of the Saint Vincent community, fair treatment of all individuals involved, and the College's obligations under Title IX and other state and federal laws.

Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law

enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

- D. Saint Vincent presumes that reports of Prohibited Conduct are made in good faith. A finding that the alleged behavior does not constitute a violation of this policy or that there is insufficient evidence to establish that the alleged conduct occurred as reported does not mean that the report was made in bad faith.
- E. The respondent is presumed to be not responsible for the alleged conduct unless and until a determination regarding responsibility is made at the conclusion of the grievance process.
- F. Saint Vincent expects all members of the community to be honest and cooperative in their official dealings with the College under this policy. In this regard, individuals are expected to acknowledge requests from Saint Vincent officials for information in a timely fashion and to make themselves available for meetings with College officials or any officials acting on behalf of the College. Any student or member of the faculty or staff who fails to do so may be subject to discipline. Such discipline may be handled by the procedures outlined in Student Handbook, Faculty Handbook, Hourly Handbook, or Administrator Conduct Policy, as applicable and appropriate.
- G. Except as otherwise provided by this policy or law, the complainant and the respondent each have the opportunity to be advised by an advisor of their choice at their expense, including legal counsel, at any stage of the process and to be accompanied by that advisor at any meeting or hearing in which the complainant or the respondent is required to be present.

The role of the adviser is narrow in scope. The adviser may attend any interview or meeting connected with the grievance process, but the adviser may not actively participate in interviews and may not serve as a proxy for the party. Where the formal complaint involves Title IX Sexual Harassment, the adviser may attend the hearing and may conduct cross-examination of the other party and any witnesses at the hearing; otherwise, the adviser may not actively participate in the hearing.

If a party does not have an adviser present at the hearing to conduct cross examination, Saint Vincent will provide without fee or charge to that party an adviser selected by the College (who may be, but is not required to be, an attorney) to conduct cross-examination of the other party and/or any witnesses.

Any individual who serves as an adviser is expected to make themselves available for meetings and interviews throughout the investigation process, as well as the hearing, as scheduled by the Saint Vincent. The College (including the Title IX Coordinator or any official acting on behalf of the College such as an investigator, hearing officer or a decision maker) has the right at all times to determine what constitutes appropriate behavior on the part of an adviser and to take appropriate steps to ensure compliance with this policy.

- H. A complainant's prior sexual behavior is not relevant and will not be used during the grievance process, unless offered to prove that someone other than the respondent

committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

- I. The Title IX Coordinator has the discretion to consolidate multiple formal complaints as to allegations of Prohibited Conduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Prohibited Conduct arise out of the same facts or circumstances. In order for formal complaints to be consolidated, the Prohibited Conduct must be of the same type. Title IX Sexual Harassment formal complaints can only be consolidated with other Title IX Sexual Harassment formal complaints, Non-Title IX Prohibited Conduct formal complaints can only be consolidated with other Non-Title IX Prohibited Conduct formal complaints.
- J. When an initial assessment or investigation for a report of Title IX Sexual Harassment under this policy identifies additional related possible violations involving Non-Title IX Prohibited Conduct by the same party(ies), the grievance process set forth for Title IX Sexual Harassment will apply to all allegations. Under such circumstances, the parties will be provided with written notice containing the following information: (a) the alleged prohibited conduct, and (b) the policy(ies) under which alleged prohibited conduct falls.
- K. When an initial assessment or investigation under this policy identifies additional related possible violations of College policies not involving Prohibited Conduct by the same party(ies) that would normally be handled by another responsible office, the Title IX Coordinator, with the approval of that responsible office, may direct investigators to investigate such other possible violations at the same time that they investigate the allegations covered by this policy. Under such circumstances, the records from the investigation of the non-Prohibited Conduct matter shall be provided to the office responsible for adjudicating that non-Prohibited Conduct matter in accordance with applicable College policies and procedures.
- L. When a third party, (i.e., a non-member of our College community, which could include, for example, alumni) is a party under this policy, Saint Vincent will, to the extent permissible and practicable, use disciplinary procedures that are generally consistent with the disciplinary procedures described in this policy, appropriately modified based on the particular circumstances of the case and taking into account privacy, jurisdictional and requirements and the like. In no case will a member of our community (i.e., current student, faculty member, or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the College community.
- M. Saint Vincent may dismiss a formal complaint at any time during an investigation when:
 - 1. Complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 2. For formal complaints involving Title IX Sexual Harassment, the respondent is no

longer enrolled or employed by the College; or

3. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

- N. Where there is an immediate threat to the physical health or safety of any student or other individual arising from an allegation of sexual harassment, the College is permitted to remove that individual from the campus community.

For an emergency removal to take place the College must assess the information available to complete an individualized safety and risk analysis. This analysis includes determining if there is an immediate threat to the physical health and safety of an individual.

Emotional or mental harm to a complainant is not enough to warrant an emergency removal and Supportive Measures can be provided to the complainant. Where the respondent threatens their own physical health that does warrant the ability to institute an emergency removal.

The respondent must be provided notice of the removal and is provided with an opportunity to change the decision. The respondent is provided 5 business days to respond if they are challenging the emergency removal. The challenge may occur after the removal takes place and does not require a hearing, but rather the challenge/appeal will be submitted and the respondent will meet with the appropriate College official to be heard as to why they are challenging/appealing the emergency removal.

Saint Vincent must honor and abide by any judicially issued protective order. Nothing in this policy alters any responsibilities of the College when in receipt of such protective order even when doing so, it effectively prohibits the respondent from attending classes, residing on campus or participating in an education program or activity of the College.

XVI. INFORMAL RESOLUTION

- A. Informal resolution may be used to resolve a report of Prohibited Conduct. Subject to the consent of the parties and the approval of Title IX Coordinator, Saint Vincent permits informal resolution processes for cases involving Title IX Sexual Harassment in which a formal complaint has been filed. The filing of a complaint is not required for incidents involving Non-Title IX Prohibited Conduct. The informal resolution process is available in matters involving a student complainant and a student respondent as well as in matters involving a faculty/staff complainant and a faculty/staff respondent. For Prohibited Conduct classified as Title IX Sexual Harassment, the informal resolution process is not available in matters involving a student and an employee. For Prohibited Conduct that is classified as Non-Title IX Prohibited Conduct, the filing of a formal complaint is not required as a prerequisite to using informal resolution to resolve the matter. All parties must voluntarily agree to the use of informal resolution.
- B. The informal resolution process is a voluntary, remedies-based process designed to provide parties with an option to resolve disputes in a forum that is separate and distinct from the formal grievance processes under this policy. The purpose of the informal resolution process is to address the conduct which has been reported and place the parties

in a position to pursue their academic and non-academic interests in a safe, respectful, and productive educational and working environment.

- C. Saint Vincent may facilitate the informal resolution process prior to making a determination of responsibility. Before the informal resolution process is used, both parties must provide voluntary, written consent to the informal resolution process and must receive written notice disclosing: the allegations, the requirements of the informal resolution process (including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations), and any outcomes resulting from participating in the informal resolution process (including the records that will be maintained or could be shared). At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the applicable grievance process with respect to the formal complaint.
- D. Saint Vincent will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Similarly, the College will not require, encourage, or discourage the parties from participating in the informal resolution process.
- E. When the complainant files a formal complaint and/or requests to engage in the informal resolution process, the Title IX Coordinator will consider whether the informal resolution process is appropriate in the matter. In making this determination, the Title IX Coordinator will consider the following factors:
- The disciplinary record (or past conduct) of the respondent relating to sexual misconduct, physical violence, failure to comply with a No Contact Order, and/or other relevant conduct;
 - The nature of the alleged conduct, whether allegations involve multiple victims and/or a pattern of conduct, or other evidence-informed factors indicative of increased risk to campus safety;
 - Whether the circumstances warrant the Title IX Coordinator filing a formal complaint (e.g., if there is sufficient evidence to proceed with an investigation/adjudication even absent participation by the complainant); and/or
 - Whether proceeding with the informal resolution process is in accordance with the principles and objectives of the College's Sexual Harassment and Sexual Misconduct Policy, as determined by the Title IX Coordinator.
- F. If the Title IX Coordinator determines that a case is not appropriate for the informal resolution process, the Title IX Coordinator will inform the parties that the informal resolution process is unavailable.
- G. For formal complaints involving Title IX Sexual Harassment, either party may seek to initiate the informal resolution process up until five business days prior to the hearing. If both parties agree to participate in the informal resolution process and the Title IX Coordinator approves of the informal resolution process, the formal grievance process

will be adjourned while the informal resolution process is pending; if an agreement is not reached, the formal grievance process will be resumed.

- H. All parties will be provided with a written notice disclosing the allegations, the requirements of the informal resolution process, and any outcomes resulting from participating in the informal resolution process.
- I. At any time prior to signing an informal resolution agreement, any party has the right to withdraw from the informal resolution process and resume the formal grievance process. Prior to participating in the informal resolution process, parties will be notified in writing that any information gathered in the informal resolution process may be used in the Title IX Sexual Harassment or Non-Title IX Prohibited Conduct formal grievance processes described in this policy if the informal resolution process ends prior to a written agreement being signed by the parties. However, Saint Vincent will not draw any adverse inference based on a respondent's participation in the informal resolution process, nor will such participation be considered an admission by the respondent.
- J. Under the informal resolution process, there will be no formal disciplinary action taken against a respondent, and the resolution will not appear on the respondent's disciplinary record.
- K. Parties may be accompanied by an advisor who will serve as a support person to any meeting related to the informal resolution process. However, the advisor may not actively participate in meetings and may not serve as a proxy for the party. Any individual who serves as an advisor for the informal resolution process is expected to make themselves available for meetings as scheduled by the College. Saint Vincent (including any official acting on behalf of the College) has the right at all times to determine what constitutes appropriate behavior on the part of an advisor and to take appropriate steps to ensure compliance with this policy.
- L. Any agreements reached as part of the informal resolution process must be approved by the Title IX Coordinator in order to ensure consistency with the College's federal obligations. If the Title IX Coordinator determines at any time prior to the signing of the informal resolution agreement that the informal resolution process is no longer appropriate, the Title IX Coordinator may terminate the process.
- M. Upon signing the informal resolution agreement, the parties are bound by its terms and cannot opt for a formal grievance process based on the conduct.
- N. Failure to comply with the signed agreement may result in disciplinary action for either party.
- O. If the parties' circumstances change significantly, they may request a supplemental agreement; the Title IX Coordinator will determine whether it is appropriate to proceed.

XVII. ASSESSMENT OF FORMAL COMPLAINT

- A. An initial assessment will be made of all formal complaints. The goal of the assessment is to provide a consistent, integrated and coordinated response to all reports and to ensure that all Saint Vincent community members have access to information about resources, policies, and procedural options for resolving the report. The assessment seeks to gather information only to determine whether this policy applies to the report and, if so, what form of resolution is reasonably available and appropriate.

The initial assessment in no way represents a finding of fact or responsibility. The assessment will also include a determination whether a timely warning pursuant to the Clery Act is necessary to protect the safety of the complainant, any other individuals, or the campus community.

- B. A formal complaint will be assessed to determine if the Prohibited Conduct meets the definitional and jurisdictional requirements of Title IX Sexual Harassment. If the Prohibited Conduct does not meet these requirements, it will then be reviewed to determine if it is Non-Title IX Prohibited Conduct. If it is neither Title IX Sexual Harassment or Non-Title IX Prohibited Conduct, the matter will be referred to the appropriate office for further action.
- C. If it is determined, following an initial assessment of the formal complaint, that an investigation is appropriate, an investigator will be assigned.

XVIII. INVESTIGATION

- A. Saint Vincent will seek to complete the investigation and adjudication within ninety (90) business days after the investigator's first interview of the complainant. Timeframes for all phases of the grievance process, including the investigation, the adjudication, and any related appeal, apply equally to both parties.

There may be circumstances that require the extension of time frames for good cause. Time frames may be extended to ensure the integrity and completeness of the investigation or adjudication, comply with a request by external law enforcement, accommodate the absence of a party, adviser, or witness, or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The College will notify the parties in writing of any extension of the time frames for good cause, and the reason for the extension.

In accordance with policy and law, Saint Vincent will review requests for language assistance and accommodation of disabilities throughout the investigation and adjudication process.

Although cooperation with law enforcement may require Saint Vincent to temporarily suspend the fact-finding aspect of an investigation, under such circumstances, the College will promptly resume its investigation as soon as it is notified by the law enforcement agency that the agency has completed their evidence gathering process. Saint Vincent will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide supportive measures for the complainant or respondent. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

- B. Following the receipt and review of the formal complaint by the Title IX Coordinator, and it being determined that the matter properly involves Prohibited Conduct under this policy, the parties will be informed in writing of the initiation of the investigation. The written information shall include:
1. The identities of the parties, if known.
 2. A concise summary of the alleged conduct at issue (including when and where it occurred, if known).
 3. Notice of the allegations potentially constituting Title IX Sexual Harassment or Non-Title IX Prohibited Conduct.
 4. A statement that the respondent is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process.
 5. A statement informing the parties that they may have an adviser of their choice, who may be, but is not required to be, an attorney.
 6. A statement informing the parties that they may request to inspect and review evidence.
 7. A statement informing the parties that knowingly making false statements or knowingly submitting false information during the grievance process may constitute a violation of Saint Vincent policy.
 8. Information regarding the applicable grievance procedures, including the informal resolution process.

If, during the investigation, additional information is disclosed that may also constitute prohibited conduct under this policy, the respondent and complainant will be informed in writing that such additional information will be included in the grievance process.

- C. The investigator will collect information from each party. While the complainant and the respondent are not restricted from gathering and presenting relevant evidence, the investigator is responsible for gathering relevant evidence to the extent reasonably possible. However, each party will be given an equal opportunity to suggest witnesses; provide other relevant information, such as documents, communications, photographs, and other evidence; and suggest questions to be posed to the other party or witnesses. Parties and witnesses are expected to provide all available relevant evidence to the investigator during the investigation. If a party or witness fails to provide available relevant evidence during the investigation, such evidence may, at the discretion of the Hearing Officer/Decision Maker, be excluded from consideration in determining responsibility or at any hearing required. While parties are not restricted from presenting information attesting to the parties' character, such evidence generally is not considered relevant.

The investigator will provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews to which they are invited or expected, with sufficient time (generally no less than three (3) business days, absent exigent circumstances) for the party to prepare to participate.

Parties will be interviewed separately. The investigator will interview witnesses as necessary. Interviews may be recorded by the investigator.

In general, a party's medical and counseling records are confidential. The investigator will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the investigator obtains that party's voluntary, written consent to do so, or the party voluntarily provides such records to the investigator.

The investigator will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., attorney-client, doctor-patient), unless the individual holding such privilege has waived the privilege.

- D. After each party has been interviewed and had the opportunity to identify witnesses and other potentially relevant information and evidence, and the investigator has completed any witness interviews and any gathering of evidence, the investigators will prepare a case file. The case file will include all collected evidence that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and any inculpatory or exculpatory evidence, whether obtained from a party or other source as part of the investigation. The case file may include, as applicable, transcripts or summaries of party and witness interviews and other collected documents and evidence.

For formal complaints involving Title IX Sexual Harassment, the investigator will provide the case file, redacted of personally identifiable information in accordance with privacy regulations, to each party and their adviser in electronic form or hard copy.

For formal complaints involving Non-Title IX Prohibited Conduct, the investigator will provide the case file, redacted of personally identifiable information in accordance with privacy regulations, to each party in electronic form or hard copy. Evidence upon which the College does not intend to rely in reaching a determination regarding responsibility will not be included in a case file provided for formal complaints involving Non-Title IX Prohibited Conduct.

In all cases, any information relied on in adjudicating the matter will be provided as part of the case file. The investigator will also provide an updated Notice of the Allegations, as appropriate.

Within ten (10) business days of receiving the case file, each party may respond in writing, which may include a request that the investigator collect additional evidence. If the investigator believes that further information is needed following receipt of any responses from the parties, the investigator will pursue any additional investigative steps as needed. The parties and their advisers will be provided with each party's written responses to the case file, if any, as well as any additional information collected by the investigator, in electronic format or hard copy.

- E. Following the review of the parties' responses (if any) to the case file, the investigator will create a written investigative report that summarizes all relevant evidence; the report will not contain irrelevant information.

At least ten (10) business days prior to any adjudicative hearing for Title IX Sexual Harassment, the investigative report will be provided to the parties and their advisers via electronic format. For all other formal complaints, the investigator will provide the parties with a copy of the written investigative report.

The parties may choose to provide a written response to the investigative report, which must be submitted at least five (5) business days prior to the start of the hearing (where a hearing is taking place) or no more than five (5) business days after receiving the written investigative report from the investigator. The response may consist of a written statement not to exceed 2,500 words. Where a hearing is taking place, the parties and their advisers will be provided with the other party's written response to the investigative report, if any, in electronic format at least 48 hours prior to the hearing.

XIX. GRIEVANCE PROCESS FOR FORMAL COMPLAINTS

A determination of responsibility or non-responsibility for formal complaints will be made through a live hearing for formal complaints involving Title IX Sexual Harassment and formal complaints involving Non-Title IX Prohibited Conduct. For formal complaints involving Title IX Sexual Harassment, the determination of responsibility shall be made by the Decision Maker, also referred to as the Hearing Officer. For Non-Title IX Prohibited Conduct, the Title IX Coordinator shall serve as the Decision Maker.

The Hearing Officer will have absolute discretion with respect to administering the hearing. The Hearing Officer will decide whether evidence and witnesses are relevant or irrelevant, with the understanding that the introduction of relevant evidence and witnesses will always be permitted. The Hearing Officer will be responsible for maintaining an orderly, fair, and respectful hearing and will have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending individual, including a party, witness, or adviser.

Prior to the hearing, the Hearing Officer will be provided with the case file, investigative report, and any responses to the investigative report. The Hearing Officer shall review the case file (including the parties' responses), ask questions during the hearing as he/she deems appropriate, and participate in the deliberations leading to the Hearing Officer's determination of responsibility.

At least five (5) business days prior to the hearing, the parties and their advisers will be notified of the hearing date, time, and location (or relevant electronic information if the hearing will be conducted remotely).

In advance of the hearing, parties will be required to identify witnesses to be called at the hearing, as well as to provide a brief written explanation of the information each witness would be asked to provide, such that the Hearing Officer can determine their relevance. The Hearing Officer has the discretion to exclude from the hearing evidence/witnesses/questions deemed irrelevant.

At the Hearing Officer's discretion, pre-hearing meetings may be scheduled with each of the parties and their advisers to explain the hearing protocol.

- A. The standard of proof under this policy is preponderance of the evidence. A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy.
- B. In all proceedings under this policy, including at the hearing, the complainant, the respondent, and the witnesses and other individuals sharing information are expected to provide truthful information.
- C. If the complainant, respondent, or a witness informs the College that they will not attend the hearing (or will refuse to be cross-examined), the hearing may proceed. The Hearing Officer may not, however, draw any adverse inference in reaching a determination regarding responsibility based solely on the individual's absence from the hearing.
- D. Each party may make requests related to the format or the nature of their participation in the hearing. The Hearing Officer will accommodate requests by either party for the hearing to occur with the parties located in separate locations with technology enabling the Hearing Officer and the parties to simultaneously see and hear the party answering questions. As appropriate and/or at the discretion of the Hearing Officer, hearings may be conducted in person or by video conference or any other means of communication by which all individuals participating are able to see and hear each other.
- E. While the hearing is not intended to be a repeat of the investigation, the parties will be provided with an equal opportunity for their advisers to conduct cross examination of the other party and/or of relevant witnesses. A typical hearing may include brief opening remarks by the Hearing Officer; questions posed by the Hearing Officer to one or both of the parties; questions posed by the Hearing Officer to any relevant witnesses; and cross-examination by the Hearing Officer or either party's adviser of the other party and relevant witnesses, dependent upon whether the formal complaint involves Title IX Sexual Harassment or Non-Title IX Prohibited Conduct.
 1. For formal complaints involving Title IX Sexual Harassment, the parties' advisers will have the opportunity to cross examine the other party (and witnesses, if any). Such cross examination must be conducted directly, orally, and in real time by the party's adviser and never by a party personally. Only relevant cross examination questions may be asked of a party or witness. Before a party or witness answers a cross-examination question that has been posed by a party's adviser, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
 2. The parties may submit questions for cross-examination in advance of the hearing in order to assist the Hearing Office in determining the relevancy of a question.
 3. For formal complaints involving Non-Title IX Prohibited Conduct, the Hearing Officer will conduct the cross-examination of the parties (and witnesses, if any). The parties shall submit questions for cross-examination to the Hearing Officer prior to the hearing date as agreed to by the Hearing Officer and the parties. The Hearing Officer will only ask questions that are relevant and will explain any

decision to exclude a question as not relevant. The Hearing Officer has discretion in whether to permit relevant follow-up questions during the course of the hearing.

4. The Hearing Office may determine that the question is improper and not relevant and may decline to ask it of a witness or reformulate it into proper form. In such an instance, the Hearing Office must explain any decision to exclude a question as not relevant or improper.
 5. Other College administrators may attend the hearing at the request of or with the prior approval of the Hearing Officer, but the parties will be notified in advance of anyone else who will be in attendance.
- F. Saint Vincent shall create an official record in the form of a recording or transcript of any live (or remote) hearing and make it available to the parties for inspection and review.
- G. Following the hearing, the Hearing Officer will consider all the relevant evidence and deliberate regarding responsibility. The Hearing Officer shall make a determination, by a preponderance of the evidence, whether the respondent has violated the policy. The Hearing Officer shall write a written determination, which will contain:
1. the allegations potentially constituting Title IX Sexual Harassment or Non-Title IX Prohibited Conduct;
 2. a description of the procedural steps taken from the receipt of the formal complaint through the determination (including any notifications to the parties, interviews with parties and witnesses, site visits (if any), methods used to gather other information, and the hearing);
 3. findings of fact supporting the determination;
 4. conclusions regarding the application of this policy to the facts;
 5. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether a policy violation occurred), any disciplinary sanctions imposed if there has been a finding of responsibility and whether any remedies designed to restore or preserve equal access to the College's education program or activity or working environment will be implemented; and
 6. relevant appeal information for the parties.

Disciplinary sanctions and remedies will be determined in accordance with the procedures listed below, and the information will be provided to the Hearing Officer for inclusion in the written determination.

The parties and their advisers will simultaneously be provided with the written determination via electronic format.

XX. DISCIPLINARY SANCTIONS AND REMEDIES

If a party is found to have violated this policy, before finalizing the written determination, the matter will be referred to the appropriate entity to determine sanctions and remedies. Sanctions being imposed will be included in the written determination.

Sanctions will take into account the seriousness of the misconduct as compared to like cases in the past, the respondent's previous disciplinary history (if any), and institutional principles. Remedies, which may include supportive measures, will be designed to restore or preserve equal access to the College's education program or activity. Specifically, sanctions will be set as follows:

- A. If an **undergraduate or graduate student** is found responsible for violating the policy, the case record (consisting of the case file and responses, investigative report and responses, hearing recording (if applicable), and written determination relating to the finding of responsibility) will be provided to the Student Sanctions Panel, which shall be comprised of three (3) senior administrators who also are members of the President's Cabinet, who will determine sanctions and remedies in consultation with appropriate College administrators. Any sanctions and remedies will be included in the written determination provided to the parties, and sanctions will be subject to appeal under this policy.
- B. If a **faculty member** is found responsible, the case record (consisting of the case file and responses, investigative report and responses, hearing recording (if applicable), and written determination relating to the finding of responsibility) will be forwarded to the Faculty Sanctions Council, which shall be comprised of the Academic Dean, the Dean of the School in which the faculty member teaches, and the President of the Faculty Council, who will determine sanctions and remedies in consultation with the appropriate College Administrators or Faculty. Should the Faculty Sanctions Panel propose a sanction of suspension or dismissal, the Panel will issue a recommendation, in accordance with applicable College policy related to suspension or dismissal of faculty and following such procedures as required for termination or suspension as indicated in the Faculty Handbook. Any sanctions (and/or recommendation of sanctions) and remedies will be included in the written determination, and sanctions (and/or recommended sanctions) will be subject to appeal under this policy.
- C. If a **staff member** is found responsible, the case record (consisting of the case file and responses, investigative report and responses, hearing recording if applicable, and written determination relating to the finding of responsibility) will be forwarded to the Staff Sanctions Panel, which shall be comprised of Executive Vice President of the College and two (2) senior administrators (vice president, assistant vice president, or associate vice president level) who will determine sanctions and remedies in consultation with appropriate College administrators. Any sanctions and remedies will be included in the written determination, and sanctions will be subject to appeal under this policy.

See Appendix A for the range of sanctions under this policy.

XXI. APPEALS

Appeals under this policy will be heard by the Appeals Officer. Both parties have equal rights to an impartial appeal at the following junctures:

- For formal complaints involving Title IX Sexual Harassment - Upon the dismissal of a formal complaint or any allegations therein.
 - For all formal complaints -- Upon receiving the written determination regarding responsibility and, when applicable, sanction and remedies.
- A. Appeals may be submitted on the following bases:
1. procedural irregularity that affected the outcome of the matter;
 2. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made which could affect the outcome of the matter;
 3. the sanctions (or recommended sanctions) are not commensurate with the violation; or
 4. the Title IX Coordinator, investigator, the Hearing Officer, or any member of the Sanction Panel had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter (Formal complaints involving Title IX Sexual Harassment only).
- B. To appeal, a party must electronically submit a written appeal statement to the General Counsel for the College within five (5) business days of receipt of the written determination or dismissal. The General Counsel shall appoint an Appeals Officer from staff who have received training in appeals of Title IX Sexual Harassment and/or Non-Title IX Prohibited Conduct. For Title IX Sexual Harassment complaints, the Title IX Coordinator may not serve as the Appeals Officer, nor may a Hearing Officer serve as the Appeals Officer on an appeal from a case in which that Hearing Officer made the determination of responsibility.
- C. The appeal shall be in writing, not to exceed 2,500 words, outlining the basis for appeal and the relevant information to substantiate the appeal. The non-appealing party will be provided with a copy of the appealing party's written statement and may submit a written response, not to exceed 2,500 words, to the Appeals Officer within five (5) business days of receipt of the appealing party's written statement. The non-appealing party's statement will be provided to the appealing party. No further appeal submissions from the parties shall be permitted.
- D. An appeal is limited in scope. The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred.
- E. In deciding an appeal, the Appeals Officer may consider the case file and any responses, investigative report and any responses, the hearing record (if applicable), the written determination, and any written appeal(s) or statements by the parties. The Appeals Officer also may consider any other materials the College deems relevant and that have been shared with the parties.
- F. The parties, and their advisers (for appeals involving formal complaints of Title IX Sexual Harassment), will simultaneously be provided (via electronic format) with the written decision describing the result of the appeal and the rationale for the result.

1. If the Appeals Officer finds that the earlier decision should stand, the parties will be so informed, and the process is concluded.
 2. If the Appeals Officer finds that there was procedural irregularity that affected the outcome of the matter, the matter will be remanded to the appropriate official to determine appropriate further action.
 3. If the Appeals Officer finds that new evidence is available which was not reasonably available at the time of the determination regarding responsibility or dismissal, and such evidence could alter the outcome of the matter, the matter will be remanded for appropriate further action.
 4. If the Appeals Officer finds a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter existed, the Appeals Officer will take appropriate measures to address and remediate the impact of the bias or conflict consistent with the general procedures of this policy.
 5. If the Appeals Officer finds that the sanctions (or recommended sanctions) are not commensurate with the violation, the matter will be remanded to the appropriate Sanctions Panel for reconsideration.
- G. The Appeals Officer will seek to complete the appeal review within ten (10) business days of receipt of the appealing party's written statement.
- H. Unless further proceedings are necessary (as may be the case in a matter where suspension or dismissal of a faculty member is a recommended sanction), the determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of an appeal if an appeal is filed (at which point the grievance process is concluded), or if an appeal is not filed, the date on which an appeal would no longer be considered timely (at which point the grievance process is concluded).

XXII. TRAINING

Saint Vincent will provide appropriate training to College officials with responsibilities under this policy, including the Title IX Coordinator and Assistant Title IX Coordinator, investigators, Hearing Officers, Sanction Panel members, Appeals Officers, and any individual who facilitates the informal resolution process. Such training will cover the definition of Title IX Sexual Harassment and Non-Title IX Prohibited Conduct, the scope of the College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes under this policy, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Saint Vincent College will ensure that Hearing Officers receive training on any technology to be used at a hearing and on issues of relevance of questions and evidence, including questions and evidence about the irrelevancy of complainant's sexual predisposition or prior sexual behavior. Saint Vincent will ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. These training materials will be available to the public on the Sexual Misconduct & Title IX section of the Saint Vincent College website and will be made available for in-person review upon request.

Saint Vincent will also provide prevention and awareness programs and ongoing training and education information to students and employees so they may identify what behavior constitutes Prohibited Conduct; understand how to report Prohibited Conduct; recognize warning signs of potentially abusive behavior and ways to reduce risks; and learn about safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual harassment and sexual misconduct against a person other than such individual.

XXIII. RECORD RETENTION

Saint Vincent College will maintain for a period of seven years records of the following:

- A. Each grievance process conducted under this policy, including any determination regarding responsibility and any audio or audiovisual recording or transcript from a hearing, any disciplinary sanction imposed on the respondent, and remedies provided to the complainant designed to restore or preserve access to the College's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinator and Assistant Title IX Coordinator, investigators, Hearing Officers, Sanction Panel members, Appeals Officers, and any individual who facilitates the informal resolution process;
- E. Records of any actions, including any Supportive Measures, taken in response to a report or formal complaint. In each instance, Saint Vincent will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's educational and working program or activity. If Saint Vincent does not provide a complainant with Supportive Measures, then the College will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

XXIV. MODIFICATION AND REVIEW OF POLICY

Saint Vincent College reserves the right to modify this policy to consider applicable legal requirements or extraordinary circumstances.

The College will annually review this policy to determine whether modifications should be made.

Appendix A: Range of Sanctions under this Policy

Members of the Saint Vincent community may be subject to disciplinary sanctions for violating this policy.

Sanctions Applicable to Students

The sanctions for students are listed below.

1. **Warning.** An admonition that does not become part of a student's permanent record, but that may be taken into account in judging the seriousness of any future violation.
2. **Reprimand.** Reprimand is a stronger admonition than a warning, intended to signal that the student has committed a minor infraction, conveying that the student must be vigilant against future infractions, and providing a disincentive against future infractions in that a reprimand will not become part of the student's permanent record unless there is a subsequent infraction, at which point the reprimand will be formally recorded on the student's permanent record.

Both a warning and a reprimand may be considered in judging the seriousness of any future violation.

More serious violations may be met with the following formal responses which are recorded on the student's permanent record.

1. **Disciplinary Probation.** A more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, suspension with conditions, or in especially serious cases, expulsion from the College. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction even if the probationary period has expired.

Disciplinary probation appears on a student's permanent record at the College (but not on the transcript) and may be disclosed by the College in response to requests for which the student has given permission or as otherwise legally required.

2. **Withholding of Degree.** In cases involving seniors or graduate students in their final semester, the College may withhold a student's degree for a specified period of time. This sanction is imposed instead of suspension at the end of a student's senior year or final year of graduate study when all other degree requirements have been met. A withheld degree is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.
3. **Suspension.** Removal from membership in the College for a specified period of time. A suspension is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

4. **Suspension with Conditions.** Removal from membership in the College for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the appropriate body applying this sanction, have been fulfilled. These conditions may include, but are not limited to, restitution of damages, formal apology, or counseling. A suspension with conditions is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed by in response to requests for which the student has given permission or as otherwise legally required.
5. **Expulsion.** Permanent removal from membership in the College, without any opportunity for readmission to the community. Expulsion is recorded on a student's transcript. Relevant information remains on the student's permanent record at the Saint Vincent and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

The following may accompany the preceding sanctions, as appropriate:

1. **Campus/Community Service.** Campus service up to 10 hours per week may be added to a reprimand or disciplinary probation. This sanction may be particularly appropriate in cases involving vandalism, disorderly conduct, and alcohol-related infractions.
2. **Campus Housing.** When appropriate to the infraction, particularly in instances involving antisocial behavior having a serious impact on the residential community, removal from Campus housing or relocation within Campus housing may be added to any of the other sanctions listed above, except warning and reprimand. Relocation within residence halls will be imposed only after consultation with the Dean of Students.
3. **Restriction of Access to Space, Resources, and Participation in Varsity Athletics/Activities/Student Programming.** When appropriate in cases involving behavioral misconduct between members of the community, restrictions may be placed on access to space and/or resources or on participation in activities so as to limit opportunities for contact among the parties.
4. **Educational Refresher Programs.** In addition to any of the sanctions listed above, a student may be required to participate in educational refresher programs appropriate to the infraction.
5. **Restitution.** The sanction for willful or reckless damage or vandalism will ordinarily include restitution for replacement or repair.

Sanctions Applicable to Faculty and Staff Members

For violations of this policy by faculty or staff members, disciplinary sanctions may include (in accordance with the employment policies governing the employee in question) counseling or training, written warning, financial penalty, unpaid leave of absence, suspension (or recommendation for suspension), demotion, termination (or recommendation for termination) in accordance with applicable policies. Saint Vincent College may place a faculty or staff member on administrative leave during the pendency of a grievance process, provided that such action

shall not modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Sanctions Applicable to Non-Members of the Saint Vincent Community

For violations of this policy by non-members of the Saint Vincent Community, including alumni, disciplinary sanctions may include being temporarily or permanently barred from the College, its programs and/or activities, or subject to other restrictions.

Appendix B: Resources

If you are subjected to prohibited conduct and need immediate and/or ongoing assistance following an incident, the following resources, both off-campus and on-campus, are available:

- **Public Safety (On-Campus)**

Public Safety Officers are on duty 24/7 for emergency help in any situation. Victims can ask the Public Safety Office to help them report incidents of sexual misconduct and secure any required assistance. Public Safety Officers have the obligation to report incidents to the Director of Public Safety and the Title IX Coordinator. Public Safety may be reached by calling [724-805-2911](tel:724-805-2911).

- **Pennsylvania State Police (Off-Campus)**

The Pennsylvania State Police can generally be on the scene responding to an emergency situation at the College within 15 minutes. Victims of sexual violence are encouraged to file a report with the State Police. The Greensburg, PA barracks can be reached at [724-832-3288](tel:724-832-3288).

- **Wellness Center Counselors (On-Campus)**

The Counselors in the Wellness Center are available for ongoing counseling support. The Wellness Center is in the Carey Center and may be reached at [724-805-2115](tel:724-805-2115).

- **Campus Ministry (On-Campus)**

Pastoral counselors are available through Campus Ministry, which is located in the Carey Center and may be reached at [724-805-2350](tel:724-805-2350).

- **Blackburn Center Against Domestic and Sexual Violence (Off-Campus, Confidential)**

The Blackburn Center, located in Greensburg, PA, advocates for the rights of all individuals to live free from domestic and sexual violence in their homes and communities by eliminating the root causes of this violence and providing for the well-being and safety of survivors/victims.

Blackburn Center has numerous and wide-ranging resources available for victims of sexual violence. All services are available to children, women and men.

Assistance from the Blackburn Center can be received by calling [1-888-832-2272](tel:1-888-832-2272). This is a 24-hour, 7 day a week number answered by trained staff and volunteers, ready to provide free and confidential support as needed.

All of the resources available through the Blackburn Center are FREE and CONFIDENTIAL; they can even be ANONYMOUS.

- **Independent Psychological Counselor**

Dr. Elizabeth Ventura
Professional Licensed Counselor
Associates in Counselling and Wellness
412-559-9152

- **Excelsa Hospital Latrobe (Off-Campus)**

Victims of sexual violence are encouraged to seek medical treatment immediately to address any physical injuries that may have occurred, preserve any evidence for a criminal complaint, even when a report is not made to law enforcement. If you are on campus and need immediate medical assistance, please contact Public Safety at x2911.

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Additional Information

Protection from Abuse

The College has prepared several handouts that are given to victims of sexual offenses, domestic violence, dating violence, sexual assaults, or stalking. The pamphlets cover the importance of preserving evidence for documenting the incident and for potential prosecution. A number of reporting options are outlined which include to whom to report the incident, the victim's option of not reporting or obtaining assistance in notifying local law enforcement. Each victim is provided a pamphlet in accordance with the Crime Victims Act which contains guidance for obtaining a Protection from Abuse order. In addition, Westmoreland County has a PFA office located in the Courthouse in Greensburg where the process is initiated and the contact/appointment is provided for a victim to receive free legal representation through Laurel Legal Services. Below is the address and phone number for the PFA Office.

Protection from Abuse Office
Courthouse
1 N. Main Street
Greensburg, PA 15601
(724) 830-3000 (Main Number)

Written Notification of Assistance Available to Victims

Students and employees will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services to victims both within the institution and in the community. They will also receive written notification to victims about available options and assistance, including how to request these changes and who to contact at Saint Vincent regarding academic situations, living situations, transportation situation, working situations and protective measures.

Remedies include but are not limited to:

- Filing a formal complaint with Student Affairs and/or Public Safety
- Filing a complaint with the State Police
 - School employees may assist in the notification of law enforcement authorities
- Counseling services
- Medical services
- Academic support services, including but not limited to
 - Ensuring the complainant and alleged perpetrator do not attend the same classes
- Public Safety services, including but not limited to
 - The provision of an escort to safely move about campus
 - 24 hour on call services
- Provision of alternative housing
- No-Contact Order
- Review of disciplinary actions taken

Educational Programs

Educational programs, to promote awareness of sexual assault, domestic violence, dating violence and stalking are provided as part of a Residence Life formation program prior to the academic year and also as part of the freshman orientation program at the beginning of the academic year. Additional programs are held throughout the year, which include the entire campus community. A summary of the programs offered during the year is provided below.

Sexual Violence Education at Saint Vincent College 2023 (VAWA Compliance)

PROGRAMS: Sexual violence prevention education	Date completed
<p>Survey and definitions: The Clery Act requires all institutions of higher education to provide a statistical report noting the occurrence of specific criminal offenses that are reported to campus employees when those offenses take place on campus, in residence halls, at non-campus properties (e.g., locations of college-sponsored events or trips, college provided transportation to athletic competitions) and on public property adjacent to campus. As a</p>	<p>All January</p>

reminder, Clery reporting is separate and apart from your responsibilities under Title IX. (required by prefects, faculty, staff, and administration)	
Wellness Information Event: Information on consent, and healthy relationships	1/18/2023
Wellness Event-How to find the helpers- information on counseling and The Blackburn Center	2/8/2023
Valentine’s Day Pop-Up Students were encouraged to stop by the Saint Benedict Hall Lobby to fill out Valentine’s Day cards, enjoy some candy, and engage with some educational material relating to healthy/unhealthy relationships	2/13/23
Recognizing the types of dating abuse held in the Carey Student Center with information and fruit/pancakes, completed by Amad Shaw	2/18/23
The National Coalition Against Domestic Violence and the love is respect National Youth Council are hosting a free webinar open to all members of the Saint Vincent Community. Growing Up in the Digital World: An open conversation with the love is respect National Youth Council about dating and online harassment. A webinar for a meaningful discussion on online harassment and abuse and the real experiences of youth happening online and in real life (IRL). The panelists -- love is respect National Youth Council members Rochelle Chukwuma, Kate Nechanicky, and Zane Landin -- will talk about online safety, support, and how pop culture and media play a role	2/23/23
It’s On Us pledge at today’s International Women’s Day table event in the Carey Center. Congratulations to the winners of the raffle drawing.	3/8/23
Sexual Assault Awareness Event. April is Sexual Assault Awareness Month (SAAM) – a month focused on raising awareness about sexual violence, how to prevent it, and how to support those who are affected by it. Throughout the month of April, the Title IX Office and other campus partners will be sharing information and sponsoring activities in order to help us all with the campus community with weekly Wednesday tabling in the Carey Lounge and other activities.	ALL April
TEAL Ribbons- What were you wearing (outside Bookstore) Take a stand against sexual violence and join the Title IX, Service Learning and Campus Ministry offices for special events throughout the month. The purpose of this exhibit is to dispel a victim-blaming myth that clothing somehow invites a sexual assault. Victims of crime are not responsible for crimes committed against them. Survivors of rape/sexual assault are often asked, “What were you wearing?”	All April
The Blackburn Center has been providing services and supports to victims of domestic, sexual and other types of violence and crime in Westmoreland County since 1976, and partners with Saint Vincent to provide students, faculty and staff with educational training on sexual violence awareness and prevention. You will also have an opportunity to learn more about Blackburn’s annual Walk a Mile in Her Shoes event, which will be held on Saturday, April 15th at St. Clair Park in Greensburg. Students who sign up for the walk during	4/4/2023

tabling tomorrow will have their \$5 registration fee covered by the Title IX Office.	
Bystander Training -stop by the It's On Us table in the Carey Center Lounge to take the It's on Us pledge. By taking the pledge, you agree to recognize that non-consensual sex is sexual assault; to identify situations in which sexual assault may occur; to intervene in an situations where consent has not or cannot be given; and to create an environment in which sexual assault is unacceptable and survivors are supported.	4/13/2023
Spring Eggstravaganza- Students are encouraged to stop by Melvin Platz for an Easter Egg hunt. The eggs will contain information regarding sexual violence awareness, as well as some which have smaller prizes such as various gift cards. After the Egg hunt, students will move to the Carey center for a picnic type meal where they will be presented with the opportunity to participate in the Bandana Project. The Bandana Project was launched by Esperanza: The Immigrant Women's Legal Initiative of the Southern Poverty Law Center in June of 2007 as a part of its national initiative to raise awareness about sexual violence against farmworker women in the workplace. In solidarity, farmworker community members, advocates and other individuals decorate white bandanas with words of encouragement, motivating statements, inspirational pictures and art. These bandanas are then hung in a public place to raise awareness about this serious problem	4/16/23
Walk a Miles in their Shoes- WALK a MILE in Their HER His Our SHOES to raise awareness about gender-based violence in our community. (Greensburg) Several students are volunteering for set-up and assisting in the walk (Writer's Club)	4/15/2023
Clery Compliance Survey. The Clery Act requires all institutions of higher education to provide a statistical report noting the occurrence of specific criminal offenses that are reported to campus employees when those offenses take place on campus, in residence halls, at non-campus properties (e.g., locations of college-sponsored events or trips, college provided transportation to athletic competitions) and on public property adjacent to campus. As a reminder, Clery reporting is separate and apart from your responsibilities under Title IX.	4/25/2023
Denim Day- an international campaign created by Peace Over Violence in 1999. On the last Wednesday of Sexual Assault Awareness Month, people all over the world wear denim to show support for those who have experienced sexual violence and to bring awareness to victim blaming and the destructive myths that surround sexual violence. To learn more about the origins behind Denim Day, visit www.peaceoverviolence.org/denim-day . occurs on the last Wednesday in April in honor of Sexual Awareness Month. Wear jeans on this day and stop by the table in the Carey Center Lounge to learn more about the origins of this international day that started as a movement to bring awareness to victim blaming and the destructive myths that surround sexual violence.	4/26/2023
Healthy Relationship Training for prefects	4/29/23
Academic Orientation Eileen Flinn (3 presentations in June/July with registered students and their parent/guardian- online) Sexual violence	June and July online

<i>awareness including: sexual assault and bystander training. Title IX information provided by Eileen Flinn</i>	
Sexual and Interpersonal Violence Prevention and Response Course- online course required by all first- year students	<i>June, July, August</i>
Prefect training and Prefect Formation- Wellness (mid-August all prefects/RHDs) Content: A discussion of sexual violence, definitions, how to help someone who has been assaulted (procedure), confidentiality, bystander training, referral sources, and Title IX training.	8-17-23
Prefect Training Reference Handbook	8-17-23
Prefect Training – Sexual Misconduct and Title IX with Eileen Flinn and Blackburn Center. Content: A discussion of sexual violence, definitions, how to help someone who has been assaulted (procedure), confidentiality, bystander training, referral sources.	8/21/23
Saint Vincent Prevention Projects Training– Sexual Misconduct and Title IX with Title IX Coordinator on sexual violence, definitions, how to help someone who has been assaulted (procedure), confidentiality, bystander training, referral sources.	8/21/23
New Faculty Orientation -- Sexual Misconduct and Title IX with Title IX Coordinator on sexual violence, definitions, how to help someone who has been assaulted (procedure), confidentiality, bystander training, referral sources.	8/22/23
Title IX Training with the faculty and staff on mandated reporting and procedures. Assisted by Blackburn Center. Focus on reporting, supportive measures, sexual violence definitions, resources available to students, faculty and staff.	August through October 2023
Title IX Training with athletes, football, Fall, Winter, and Spring athletics by Eileen Flinn, Coordinator and Blackburn Center. Focus on definitions, reporting, resources, and bystander intervention.	8/16/23 8/24/23 9/11/23 9/18/23
Orientation Committee Training discussion and education session with the Student Orientation Committee about sexual violence definitions, resources, supportive measures, reporting, and bystander intervention. Presented by the Title IX Coordinator.	8/24/23
Freshman Orientation (late August for all freshman) <i>Presented by Blackburn Center -- Content: Discussion of sexual violence definitions, reporting, counseling availability, bystander intervention, dating violence and confidentiality, boundary setting</i>	8/28/23
Freshman orientation - Click the hyperlinked text to access the Saint Vincent College Sexual Harassment and Sexual Misconduct policy. This policy prohibits specific forms of behavior that may violate Title IX, the Violence Against Women Reauthorization Act of 2013, Title VII of the Civil Rights Act of 1964, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime	August

<p>Statistics Act, and applicable laws of the Commonwealth of Pennsylvania. All employees should make themselves familiar with it. Additional information regarding the policy, as well as resources for faculty, staff and students, can be found on the College’s website. Click the hyperlinked text to access an electronic copy of the updated Sexual Harassment and Sexual Misconduct Resource Guide. A hard copy of this booklet was placed in your student mailbox prior to move in. All individual/group session help for students on campus</p>	
<p>SVC Student Handbook – sent to entire student body with sexual assault prevention information</p>	September
<p>VAWA, Clery and Title IX info given to all Saint Vincent students, faculty and staff including updated sexual harassment and misconduct policy.</p>	September
<p>Sexual Assault/Reporting presentation to the Seminary Staff by Wellness Staff. A discussion of sexual violence, definitions, reporting procedures, how to help someone who has been assaulted, confidentiality, and referral sources.</p>	8/30/2023
<p>Faculty Presentation Review sexual misconduct, reporting procedures, and supportive measures (Eileen Flinn, Esq.)</p>	9/6/23 and 10/11/23
<p>Commuter Dinner and Title IX/VAWA presentation – dinner for commuter students and presentation by Title IX Coordinator and Blackburn Center representatives on sexual violence, definitions, reporting procedures, how to help someone who has been assaulted, confidentiality, and referral sources.</p>	9/20/23
<p>Title IX Presentation/Bystander training - A discussion of sexual violence, definitions, reporting procedures, how to help someone who has been assaulted, confidentiality, and referral sources provided in small group sessions to individual freshman pods (small groups) with question-and-answer sessions</p>	Throughout Sept-Oct
<p>Self-Care Saturday -Students were encouraged to stop by the Rooney Hall lobby to pickup a succulent and face mask, engage in pot painting, and partake in a relaxing tea/coffee bar with snacks. While the students were present, they were engaged with information regarding the IOU pledge as well as information containing practical self-care tips.</p>	9/30/23
<p>Domestic Violence Awareness Month- The Bystander Moment documentary screening. (7:30 p.m., Fred Rogers Center). The #MeToo movement has shined much-needed light on the pervasiveness of sexual harassment and abuse and created unprecedented demand for gender violence prevention models that actually work. THE BYSTANDER MOMENT tells the story of one of the most prominent and proven of these models - the innovative bystander approach developed by pioneering scholar and activist Jackson Katz and his colleagues at Northeastern University’s Center for the Study of Sport in Society in the 1990s. This event is free, but registration is required to ensure sufficient seating</p>	10/2/23
<p>Bonaventure Picnic - In the lobby of Bonaventure Hall, students engaged in various activities including a pie eating contest and other games. These included</p>	10/7/23

<p>a game in which students would take turns matching an alcohol myth with a fact while wearing goggles that simulated intoxication. In addition to this, students were presented with information regarding safe drinking practices and the links between alcohol, sexual assault, and domestic violence.</p>	
<p>Memorial Mass for those who have lost their lives in 2022 because of Domestic Violence (12:05 p.m., Mary, Mother of Wisdom Student Chapel). Join us for our annual memorial service to recognize and pray for those who have died from domestic violence-related incidents, especially those from southwestern Pennsylvania. Since 2011, more than 1,600 people have perished in Pennsylvania as a result of domestic violence. Those killed include women, children, and men of all ages, races, and socioeconomic groups.</p>	<p>10/19/2023</p>
<p>Steps with Saint Dymphna 5K walk/run -- Join Saint Vincent College's Women's Ministry raise much needed resources for the Blackburn Center. To register, click the hyperlinked text or this link https://runsignup.com/Race/PA/Latrobe/StepswithStDympha5kWalkRun. It is free to participate; however, everyone is asked to donate much needed resources (e.g., clothing, gift cards, or other household items) for the Blackburn Center. A collection bin will be available at the starting area near the SVC fitness trail for a 5k walk/run in support of domestic violence victims during Domestic Violence Awareness Month! All staff, faculty, students, and community members are invited to join! For more information and to register, Since 1976, Blackburn Center has been providing services to victims of domestic and sexual violence and other types of violence and crime in Westmoreland County, and presenting education programs across this community. Call 1-888-832-2272 at any time, any day, for free confidential help and support.</p>	<p>10/21/2023</p>
<p>Wellness Wednesday Sexual Violence Prevention tabling in the Carey Center on October 4th and October 11th, as well as the annual Purple Thursday recognition (October 19th), and information will be on the mySVC portal throughout the month of October.</p>	<p>10/4/2023 10/11/2023 10/19/2023</p>
<p>Ping Pong Pancakes -Residents residing in Wimmer and Aurelius Halls were invited to participate in a ping pong tournament. During an intermission in the tournament, the IOU pledge was presented, and students were given the option to sign up and take the pledge. Those who lost in the tournament were given the chance to "buy-back" into a loser's bracket by answering three questions regarding sexual assault and domestic violence awareness. Additionally, there was a pancake and breakfast food buffet.</p>	<p>10/28/23</p>
<p>Jedtober Event We are encouraging freshmen students to sign up for our non-alcoholic mix-off! The non-alcoholic mix-off is sponsored through the Saint Vincent College's It's On Us organization and will be focusing on raising</p>	<p>10/29/2023</p>

awareness on sexual violence/prevention through learning facts on safe drinking.	
Women’s Self Defense Class offered taught by Gregg Norton	11/11/2023
Wellness Program in Carey center: Measure your stress level, tips for good self-care Handouts included: Blackburn hotline#	11/29/2023
Football Program - Students were encouraged to stop by the Gerard Hall lobby which held a picnic buffet, some interactive sports games, and had a football game on. While engaging in the various activities, this community was presented with the IOU pledge and mission and was given information pertaining to domestic violence awareness and prevention.	12/3/23
Concerned about sexual assault, relationship violence, stalking, or harassment. Information provided every month for advocacy, assistance or reporting in every residence hall bathroom (Wellness news)	4 times per year
Handouts and Pamphlets Sexual Violence Pamphlet (available outside Wellness Center and in waiting room) Student Handbook-ALL Free APPS for Safety and Prevention Blackburn Center, against domestic violence & sexual assault- referral/informational pamphlet-provided to all first year students as part of their welcome materials and throughout the year as requested Helping a Survivor of Sexual Assault- given to all prefects, and used for Residence Hall programs Title IX handouts provided to all students at the beginning of the academic year electronically and to all first year students as part of their informational welcome pack upon move in.	Available all year
Individual counseling and/or referral	Available all year

Addendum:

April is Sexual Assault Awareness Month (SAAM) – a month focused on raising awareness about sexual violence, how to prevent it, and how to support those who are affected by it. Throughout the month of April, the Title IX Office and other campus partners will be sharing information and sponsoring activities in order to help us all with the campus community with weekly Wednesday tabling in the Carey Lounge and other activities, which include:

- Throughout the month of April – show your support for those who have experienced sexual assault and sexual violence by wearing teal during April. Teal is associated with

trust, devotions, and healing. Everyone is encouraged to wear teal throughout the month and show their support of those who have experienced sexual assault and sexual violence. In 2000, teal was designated as the official color of Sexual Awareness Month as a symbol of awareness and prevention. You can pick up a teal ribbon at any of the tabling events held in the Carey Center Lounge.

- Tuesday, April 4th from 11:30 a.m. to 1:00 p.m. -- stop by the Carey Center Lounge to learn about the resources available to students from the Blackburn Center. The Blackburn Center has been providing services and supports to victims of domestic, sexual and other types of violence and crime in Westmoreland County since 1976, and partners with Saint Vincent to provide students, faculty and staff with educational training on sexual violence awareness and prevention. You will also have an opportunity to learn more about Blackburn's annual Walk a Mile in Her Shoes event, which will be held on Saturday, April 15th at St. Clair Park in Greensburg. Students who sign up for the walk during tabling tomorrow will have their \$5 registration fee covered by the Title IX Office.
- Thursday, April 13th from 11:30 a.m. to 1:00 p.m. -- stop by the It's On Us table in the Carey Center Lounge to take the It's on Us pledge. By taking the pledge, you agree to recognize that non-consensual sex is sexual assault; to identify situations in which sexual assault may occur; to intervene in an situations where consent has not or cannot be given; and to create an environment in which sexual assault is unacceptable and survivors are supported.
- Wednesday, April 19th at 6:00 p.m. – join us in the Luparello Lecture Hall for a screening of the documentary *The Bystander Moment*, featuring Jackson Katz as he explores the role played by bystanders – especially friends, classmates, teammates, and co-workers 0 in perpetuating sexual harassment, sexual assault, and other forms of gender violence. Pizza will be available in the Dupre Atrium after the screening. Registration for the screening is not required but is encouraged. You can register by clicking [here](#) or by using this link: <https://forms.office.com/r/syHQqsbwig>.
- Wednesday, April 26th is Denim Day, an international campaign created by [Peace Over Violence](#) in 1999. On the last Wednesday of Sexual Assault Awareness Month, people all over the world wear denim to show support for those who have experienced sexual violence and to bring awareness to victim blaming and the destructive myths that surround sexual violence. To learn more about the origins behind Denim Day, visit www.peaceoverviolence.org/denim-day.

Safe and Positive Options for Bystander Intervention

Saint Vincent College places great importance on providing our students options for bystander interventions. These techniques are communicated to our students through many presentations, events, emails, speakers, and individual interactions.

The following is an excerpt from a bystander training handout:

Too often we observe a situation in which an acquaintance, a friend, a loved one, or even a total stranger is being harmed or treated poorly by others and we simply choose to standby and do nothing. Avoid being a bystander! When we are witness to acts that compromise the dignity of those in our community it is our responsibility to offer assistance. You have the skills to act.

Many times, we do not intervene because we simply do not know what to do. Here are three different strategies you can use to be the one to act:

Direct: If you are comfortable you can directly approach either or both parties involved. Let them know your concerns and why you are intervening. Not sure if a friend is in trouble? Just ask! Send a text or step in and say, “Are you OK right now?”

Delegate: Sometimes you may not feel that you are the best person to directly intervene in a situation. Maybe you do not know the person, do not feel safe, or just feel someone else would be more effective. That is fine. Find friends of either party and encourage them to intervene. Call the Department of Public Safety, find a professional staff member, or call an RA if you feel the situation is too serious for you to get involved (or if you are simply unsure).

Distract: use a distraction to divert attention and redirect the focus somewhere else. You can diffuse the situation without directly confronting anyone. Step in and change the subject, tell your friend you need to talk to him or her, or call attention to yourself in some way.

Tips for Intervening: when intervening always remember: if you feel the situation is dangerous, call for help. Approach everyone as a friend. Do not be antagonistic. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary.

The following is another example of appropriate bystander training:

Bystanders are the largest group of people involved in violence – they greatly outnumber both the perpetrators and the victims. Bystanders have a range of involvement in assaults. Some know that a specific assault is happening or will happen, some see an assault or potential assault in progress, and some know that assaults do happen. Regardless of how close to the assault they are, bystanders have the power stop assaults from occurring and to get help for people who have been victimized.

We have all been bystanders in our lives, and we will all be in situations where we are bystanders in the future. The choice, then, becomes whether we are going to be active bystanders who speak up and say something, or whether we will be passive bystanders who stand by and say nothing.

- **STOP** a friend from going home with someone when they are drunk or high? Leave as a group, or suggest that everyone, “Let’s get something to eat!”

- **STOP** a friend/teammate/peer from taking advantage of someone or doing something else inappropriate? Use distraction to spill your drink on the person or interrupt and start a conversation with the person.

- **SPEAK UP** if someone says something offensive, derogatory, or abusive, let them know that behavior is wrong, and you don’t want to be around it. Don’t laugh at racist, sexist, homophobic jokes. Challenge your peers to be respectful.

Risk Reduction Help

Are You in an Unhealthy Relationship? Take this quiz to find out.

1. Do you feel afraid to speak your mind, express how you feel or ask for something you need?
2. Does your partner tell you are "stupid", "crazy", or "inadequate" when you disagree?
3. Does your partner make fun of your ideas or opinions?
4. Is your partner bossy and/or try to control every detail in your relationship?
5. Is your partner extremely demanding and jealous?
6. Do you often feel guilty and second-guess your choices in friends, social activities, jobs, etc. because of your partner's negative comments about these choices?
7. Are you afraid of your partner's temper, feel like you walk on eggshells, and/or are constantly monitoring what you say and do as an attempt to avoid making him/her angry?
8. Do you find yourself making excuses for your partner and justifying his/her actions to others?
9. Do you feel "freer" to be yourself when he/she isn't around?
10. Does your partner throw or break things when angry?
11. Does your partner try to control where you go and what you do?
12. Does your partner pressure you to engage in sexual activities that you are uncomfortable with and put you down if you refuse?
13. Does your partner threaten to kill or hurt him/herself if you have a differing opinion, try to end the relationship, or do something they disapprove of?
14. Does your partner try to make you feel guilty for having a "life" (i.e. friends, interests) apart from the relationship?
15. Does your partner criticize your family and friends and ask you to stop seeing them?
16. Do you feel that you have changed, lost touch with who you are, or become someone else in order to be with your partner?
17. Have your friends or family expressed concern about your relationship and/or your well-being?
18. Does your partner know how to make you feel bad (i.e., what buttons to push) and use it often to hurt you?
19. Have you lost touch with your friends, and only hang out with your partner's friends?
20. Does your partner try to control you with anger and guilt, or lash out when you don't do exactly what he or she wants?
21. Has your partner ever hit, slapped, punched, shoved, grabbed or shook you?
22. Has your partner ever threatened to hurt you, take important things away, or leave you?
23. Has your partner ever called you names, put you down, insulted you, and/or embarrassed you in front of others?

**If you answered, "yes" to 3 or more questions, you may be experiencing signs of an unhealthy relationship. Help is available at the Wellness Center.

ANNUAL FIRE SAFETY REPORT

Residence Life Fire Policies and Procedures

Fire Safety and equipment are designed and placed for protection against fire. Students are encouraged to use fire equipment if they believe such use is necessary. Obstruction of doors and windows is not permitted. Setting a false fire alarm, or tampering with fire protection equipment, notification systems, or detection devices is prohibited.

All occupants must exit a building when the alarm has sounded and remain outside of a building until given the all clear by College personnel. A member of the fire department will determine when it is safe for the residents to reenter the building. In the event of inclement weather, Public Safety Officers will open a building with adequate space close to the residence hall for residents to seek refuge until the all clear is given.

The Saint Vincent Fire Department conducts annual training for all residence life staff. The training consists of fire extinguisher use and general fire safety. They are briefed on the procedures for evacuation and to notify Public Safety on the emergency telephone number 724-805-2911. Residence life staff, in turn, briefs students on their responsibility for evacuation of the residence hall and evacuation is practiced once each semester.

In the event a fire has occurred, and Saint Vincent Public Safety was not notified, a report should be made to Public Safety using the non-emergency telephone number 724-805-2311.

Electrical Appliances/Bikes/Scooters

Bonaventure, Gerard and Wimmer Hall residents may use A/C units that meet College guidelines. Air conditioner units must be provided by the student and cannot exceed 5200 BTU, 115 volts, 12" high x 18 ½" wide and 14" deep. All air conditioner units must be installed and removed by Facility Management. Wallflowers and other electric plug-in air fresheners, fog machines, space heaters, hot plates, grilling machines, toasters, or any other small cooking-related appliance are not permitted in individual rooms. Coffeepots, hot pots, and microwaves are only permitted in kitchens and lounges. Refrigerators 36" high or less are permitted in individual rooms. Extension cords are not allowed because of electrical fire hazard.

Any e-bike, e-scooter, e-skateboard that uses a lithium-ion battery is not permitted in the residence halls or any campus facility. No charging of a lithium-ion battery is permitted in the residence halls or any campus facility. Traditional scooters, skateboards, and bicycles can be carried through the residence halls to be stored in student's room.

Smoking in Residence Halls

Smoking (including e-cigarettes and vaping) is not permitted in any residence hall. Smoking is limited to eight designated areas on campus, <https://www.stvincent.edu/docs/default->

source/default-document-library/campus-designated-smoking-areas-map.pdf?sfvrsn=b840d949_2.
Smokers should be sensitive to the request of non-smokers in these buildings.

Open Flame

Candles using a flame, incense and candle warmers are not permitted in individual rooms or lounge.

DESCRIPTION OF ON CAMPUS STUDENT HOUSING

Building Name: Aurelius Hall

Year Built: 1923

Occupancy: Mixed (Residence Hall / Business)

Capacity: 55 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, visual/audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone smoke detectors

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system that is connected to the fire alarm panel. There are standpipes located in each stairwell.

Coverage: Entire Building

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Bonaventure Hall
Year Built: 1963
Occupancy: Residence Hall
Capacity: 210 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, visual/audible alarm devices, smoke detectors, carbon monoxide detectors and heat detectors. All sleeping rooms have stand-alone, 10-year battery operated smoke detectors.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Gerard Hall
Year Built: 1963
Occupancy: Residence Hall
Capacity: 210 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, visual/audible alarm devices, smoke detectors, carbon monoxide detectors and heat detectors. All sleeping rooms have stand-alone, 10-year battery operated smoke detectors

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Fire Suppression Equipment:

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills:

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Rooney Hall

Year Built: 1995

Occupancy: Residence Hall

Capacity: 179 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone smoke detectors with the exception of three apartments that have addressable smoke detector/sounder bases that are connected to the buildings fire alarm system.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system that is connected to the fire alarm panel.

Coverage: Entire Building

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13.

Fire Suppression Equipment:

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills:

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Saint Benedict Hall

Year Built: 2002

Occupancy: Residence Hall

Capacity: 424 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, visual/audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone smoke detectors.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system that is connected to the fire alarm panel. There are standpipes located in each stairwell.

Coverage: Entire Building

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Wimmer Hall

Year Built: 1952

Occupancy: Residence Hall

Capacity: 155 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, visual/audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone smoke detectors with the exception of rooms on the Ground floor that have addressable smoke detector/sounder bases that are connected to the buildings fire alarm system.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system (with a fire pump) that is connected to the fire alarm panel. There are standpipes in each stairwell.

Coverage: Entire Building with the exception of the attic. The attic is covered by a dry system that is connected to the fire alarm panel.

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13. The fire pump run monthly and is flow-tested annually.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Leander Hall

Year Built: 1913

Occupancy: Residence Hall

Capacity: 43 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Fire-Lite

General Description: The fire alarm system consists of manual pull-stations, audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone 10-year battery operated smoke detectors.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system that is tied into the fire alarm panel.

Coverage: Partial Coverage

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Roderick Hall

Year Built: 1892

Occupancy: Mixed

Capacity: 21 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone smoke detectors.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system that is tied into the fire alarm panel.

Coverage: Entire Building with the exception of the attic. The attic is covered by a dry system.

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

CONCLUSION

These rules and regulations are intended to support the Benedictine values of community and care for the individual so that the members of the community might grow physically, intellectually, socially and spiritually. This brochure can also be found on the Internet. The address is www.stvincent.edu/cleryact

Saint Vincent College subscribes to a policy of equal opportunity in the classroom, workplace, and programs. Saint Vincent does not discriminate on the basis of race, color, sex, religion, age, veteran status, national origin, marital status, genetic history, or disability in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and College policies. Saint Vincent prohibits sexual harassment, including sexual violence.

As Saint Vincent College is an educational community rooted in the tradition of the Catholic faith, the heritage of Benedictine monasticism, and the love of values inherent in the liberal approach to life and learning, nothing in this equal opportunity policy shall require Saint Vincent to act in a manner contrary to the beliefs and teachings of the Catholic Church. Nor shall it be construed as a waiver either of Constitutional or statutory rights which Saint Vincent enjoys as a religiously affiliated institution. Nor does this abrogate the right of the College to specify as a qualification for employment an individual's willingness to fully embrace Saint Vincent's mission as a Catholic, Benedictine institution.