



# 2018 ANNUAL SECURITY AND FIRE SAFETY REPORT

October 2018

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## Annual Security Report

### YOUR SECURITY AT CABRINI UNIVERSITY

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Your safety and security is extremely important to us at Cabrini University. The following information is provided to share our commitment to the security of our University family, to inform you about our campus security policies and procedures, and to instruct you on how to report crime or suspicious behavior and the steps you can take to assist the Department of Public Safety in keeping the University community safe.

The total undergraduate full-time equivalent (FTE) enrollment at Cabrini University for the fall of 2017 was 1,668, which included 1,470 full-time and 198 part-time undergraduate on-campus students. The total graduate full-time equivalent (FTE) enrollment for the fall of 2017 was 609, which included 58 full-time and 561 part-time graduate students in on-campus and off-campus programs. The total number of part-time on-campus students considered as "Other" was 140. These students were diocesan scholars, dual partnership student and senior citizens. As of September 2017, 949 undergraduate students lived on campus, and 500 non-student personnel were employed by the University.

Campus security continues to be improved by updating and enhancing the lighting throughout campus. Existing exterior lighting was upgraded by fitting outdoor fixtures with LED lamps to lower operating costs and increase lamp life. In addition, the University continues to update and vigorously enforce the Cabrini University Community Standards. It is the responsibility of every Cabrini student to familiarize themselves with the Community Standards, which can be readily accessed at [www.cabrini.edu/Handbook](http://www.cabrini.edu/Handbook). The Community Standards informs students of the University's expectations of a Cabrini Student, each student's responsibilities as a member of the Cabrini community, and informs students of disciplinary procedures and sanctions.

### WHY AN ANNUAL SECURITY & FIRE SAFETY REPORT

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#### Federal Requirements – The Clery Act

Enacted in 1990, The Student Right to Know and Campus Security Act (pub. L. 101-542) was designed to "...assist students in making decisions which affect their personal safety..." and "...to make sure institutions of higher education provide students, prospective students, and faculty the information they need to avoid becoming the victims of campus crime." The Higher Education Act of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R. 668.46) significantly expanded institutions' obligations under the Act. The Act was also renamed the "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" (hereafter the Clery Act). The Clery Act requires colleges and universities to:

- Publish an annual report every year on or before October 1<sup>st</sup> that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have "significant responsibility for student and campus activities,"

- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees.”
- Disclose in a public crime log “ any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

### **State Requirements – The College & University Security Information Act**

The College & University Security Information Act 73 (24 P.S. 2501.12), as implemented in 1991 under Chapter 33 of the Regulations of the State Board of Education, and supplemented by the Pennsylvania Uniform Crime Reporting Act (S.B. 668, 2003, Act 180), requires colleges and universities to:

- Report to the Pennsylvania State Police on an annual basis crime statistics for publication in the FBI’s Uniform Crime Report, which collects data on additional categories of felony and misdemeanor crimes.
- Report crime rates for all reportable offenses.
- Provide the numbers of enrolled students and employees.
- Disclose information and security policies on the types of available student housing, admission of visitors to housing facilities, measures to secure entrances and standard features to secure room doors.

The purpose of this report is to keep enrolled students and current employees, as well as prospective students or employees, informed about security and fire safety at Cabrini University, and to equip you with the information you need to stay safe while at Cabrini. It also describes the public safety policies and procedures of the University, in the hope that an informed campus will be a more secure campus. Links to individual public safety policies and procedures are also available at the Cabrini website under “Public Safety” at [www.cabrini.edu/PublicSafety](http://www.cabrini.edu/PublicSafety).

## **PREPARING THE REPORT**

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The Cabrini University Department of Public Safety is responsible for preparing and distributing this report which includes crime statistics for the past three calendar years. The Department of Public Safety works with many other University departments, including the Department of Residential Life, the Facilities Department, and the Title IX Coordinator to compile the information. The report is available on the Web at [www.cabrini.edu/AnnualSecurityReport](http://www.cabrini.edu/AnnualSecurityReport). Each member of the University community receives an email on/before October 1<sup>st</sup> of each year that describes the report and provides its Web address. For a printed copy of the report, contact the Department of Public Safety (610) 902-8245 or e-mail the Director of Public Safety at [jfusco@cabrini.edu](mailto:jfusco@cabrini.edu)

The Radnor Township Police Department and the Tredyffrin Township Police Department, as well as other persons identified by the University as “Campus Security Authorities” (CSAs), all cooperate in the preparation of the report. CSAs include members of the Department of Public Safety, individuals who have responsibility for campus security but are not part of the Department of Public Safety, and certain designated University officials who have the authority and the duty to take action or respond to particular issues on behalf of the institution. Other CSAs include:

- Director of Residence Life and Department of Residence Life Area Directors, Graduate Assistants and Resident Assistants
- Assistant Vice President for Student Life/Dean of Students

- Title IX Coordinator & Deputy Title IX Coordinators
- Director, Assistant Director and Associate Director of Human Resources
- Directors of Undergraduate and Graduate Admissions
- Admissions staff directly involved in student recruiting
- Director and Assistant Director of Student Engagement-Leadership
- Director of Student Diversity
- Director and Assistant Directors of Athletics & Recreation
- Athletic Department Coaches, Trainers and Advisors
- Faculty members with student advising responsibilities

CSAs report allegations of Clery Act crimes made in good faith to either the Department of Public Safety or Radnor Police. RAs in particular play a key role in reporting criminal activity in the residence halls and houses, and are required to keep a log of incidents occurring during their shifts. In most instances, Residence Life staff will also be involved in answering a call for assistance.

The Clery Act requires, among other things, an annual statistical report of certain crimes reported to the Department of Public Safety, the police departments in Radnor and Tredyffrin Townships, or to a Campus Security Authority. Those crimes include Clery Act Crimes, VAWA Offenses and Hate Crimes and include the following:

- Criminal homicide (murder, non-negligent manslaughter, negligent manslaughter)
- Sexual Assault (including rape, fondling, incest, statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Stalking
- Dating Violence
- Domestic Violence

The Clery Act also requires colleges and universities to compile statistics on liquor law and drug law arrests as well as arrests for possession of illegal weapons. The report includes statistics on the number of students referred for campus disciplinary action for liquor and drug law violations, and weapons possession violations.

The report also includes additional safety requirements, such as enhanced hate crime reporting, emergency notification protocols, response and evacuation procedures, missing student notification policy, maintenance of a fire log and related fire safety issues, all of which are described in more detail herein. The statistics are broken down by location – those reported to have occurred on campus, in residence halls, and on non-campus and public property.

## **THE DEPARTMENT OF PUBLIC SAFETY – WHO WE ARE**

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The Department of Public Safety is the primary department at Cabrini University charged with creating a safe and secure environment. Our mission is to protect and serve all members of the University

community, to respond to calls for service in an expeditious manner, to provide educational resources and crime prevention awareness programs, and to support a culturally diverse atmosphere for all employees, students, and visitors by treating all persons equitably and respectfully.

This mission is accomplished by seeking the support of and building partnerships with the entire community, and supporting the mission and core values of Cabrini University. Our efforts to maintain a safe and secure environment rely on our ability to develop collaborative relationships with the many communities that make up the University. We believe that through partnering and problem solving, we can make Cabrini University one of the safest institutions of higher education in the region. This task, however, is not one we can accomplish alone. Crime prevention, risk identification, and problem solving are the responsibilities of everyone. We ask you to join us in these efforts by reading this report and referring to it often.

We hope you will find this report informative and helpful, and that your stay at Cabrini University will be both pleasant and safe. If you have questions or would like further information about safety and security at Cabrini, please visit our website at [www.cabrini.edu/PublicSafety](http://www.cabrini.edu/PublicSafety).

The Department consists of a Director, two assistant directors, an Investigator, 1 Sergeant, 2 Corporals, 13 Public Safety Officers, 5 dispatchers, and 3 shuttle drivers dedicated to providing safety and security services to the University community. Officers patrol the campus on foot and in vehicles. The Communications Center is staffed by trained dispatchers who answer calls for service, dispatch officers to incidents, and monitor intrusion detection and fire alarms.

The Department of Public Safety patrols the campus 24 hours each day, 7 days a week year-round, and is responsible for the security of the Radnor campus and certain off-campus buildings. However, Cabrini University does not have any off-campus student organizations that are recognized by the University. Public Safety Officers' duties include educating the campus community on security concerns and enforcing University policies. Additionally, the Public Safety team promotes the Cabrinian core values and the Strategic Initiatives of the University (see Strategic Agenda at [www.cabrini.edu](http://www.cabrini.edu)). Cabrini University and the Department of Public Safety are a vital part of the international educational ministry of the Missionary Sisters of the Sacred Heart of Jesus.

Officers receive orientation training in areas such as building security, key control and patrol procedures. All personnel are required to attend mandatory in-service training throughout the year to enable them to perform more efficiently and safely. They also train in specialty areas including medical emergencies, proper handling of hazardous materials, Blood Borne Pathogens, Spill Prevention, Slip and Fall Prevention and assisting outside law enforcement and emergency medical responders in all of these areas. Responding to Active Shooter incidents is a priority to the Department and trainings are held throughout the year with Public Safety personnel and faculty/staff members of the Cabrini community.

The Department of Public Safety provides an ongoing program of in-service and on-the-job training for Public Safety Officers in CPR, first aid, use of automated external defibrillators (AEDs), patrol procedures, emergency response, fire safety, and report writing.

### **Enforcement Authority**

The Department of Public Safety is comprised of non-sworn Public Safety Officers who derive their enforcement authority from the Board of Trustees. Since the use or possession of firearms or other dangerous weapons is not permitted on campus, Public Safety Officers do not carry weapons and do not

have arrest powers, but work with local police to carry out an arrest. Their authority includes but is not limited to requesting identification, stopping and temporarily detaining a person to determine if s/he is on campus to conduct lawful business, issuing campus parking tickets and moving violations, attaching immobilizing boots to scofflaw vehicles, and enforcing the Community Standards.

In its efforts to provide a safe campus, the Department of Public Safety and the University educate the student body about the Cabrini's Community Standards and enforces the provisions. These Standards are broader in scope than the Clery Act or state law. The Community Standards clearly set forth the parameters of behavior for each member of the Cabrini Community to achieve an "education of the heart".

Upon receipt of any complaint (criminal or otherwise), a Public Safety Officer will respond to the site to take a report and, if applicable, enter it into the Daily Crime Log and include the crime in the Annual Security Report. A follow-up investigation will be conducted in appropriate situations. Anyone who is the victim of a crime is also encouraged to report crime to Radnor Police. Public Safety Officers cannot report a crime for the victim but will assist and instruct the victim on how to file a report. Radnor Police will only take a crime report from a victim.

The Department of Public Safety works with the Facilities Department to monitor the safety and security of University buildings and grounds. As a result of this collaboration, the University has installed high intensity discharge lighting, LED lighting in high traffic areas, and has trimmed shrubbery that could provide cover or concealment for criminals or suspicious behavior. The Department of Public Safety also works closely with the Department of Residence Life to maintain a safe environment in and around residence halls.

### **Emergency Telephones/Blue Light Phones**

Emergency telephones are located at each residence hall, in all campus elevators, and throughout the campus. The University has installed 40 two-way emergency phones throughout the Radnor campus for use during emergencies – 14 yellow call boxes and 26 pedestal mounted "Blue Light" phones. Without dialing, the caller is immediately connected to a Public Safety dispatcher in the communications center. The location of the call is automatically recorded and response is immediate.

### **Escorts**

Students and employees may call the Department of Public Safety 24 hours a day, 7 days a week and request a walking escort from one campus building to another, or to and from the campus parking areas.

### **Other Services**

In an effort to enhance the safety and security of Cabrini University, the Department of Public Safety offers a variety of services and prevention programs. Throughout the academic year, the Department regularly sponsors educational programs on campus upon request on issues such as fire safety, sexual misconduct and bystander intervention training, active shooter/hostile intruder situations, and alcohol and drug abuse. Emergency notifications and transports, on-campus motor vehicle assists to stranded motorists, and room lock-outs are also provided. The Public Safety Office issues all student, faculty and staff photo ID cards, and maintains the University's lost and found repository.

### **Transportation System**

Cabrini University's shuttle service is operated by the Department of Public Safety. The shuttle is available for transportation between the main campus, the King of Prussia Mall area, and the two SEPTA train

stations located in Radnor/Wayne during the week and on weekends during the fall, spring, and summer semesters when classes are in session. Additionally, the Department runs the Lancaster Avenue Loop Shuttle from 7:15 p.m. to 11:00 p.m. during the school year. Shuttle services are not available during the Christmas holiday or spring breaks, and may be suspended during periods of severe winter weather.

## INTERAGENCY COOPERATION

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The Radnor Township Police Department, the Tredyffrin Township Police Department, and the Pennsylvania State Police are the major elements in a crime-prevention network that includes the public safety agencies of several colleges and universities located in Radnor Township. The Cabrini University Department of Public Safety works closely with these and other local law enforcement agencies surrounding our campus. Students attending Cabrini University benefit from the cooperative relationship that the Department of Public Safety enjoys with federal, state, county, and local police agencies. We rely on these relationships for support on several levels.

In addition to sharing critical information with other law enforcement and public safety colleagues, the Department of Public Safety has immediate contact with the Delaware County 9-1-1 Center. This arrangement allows timely access to mutual aid and support from Radnor Police, the Radnor Fire Department, and the Radnor Emergency Medical Service. Radnor and Tredyffrin police officers regularly patrol the township streets that border the campus, occasionally patrol the campus, and work at large annual events on campus as well as special events that occur on an intermittent or last-minute basis.

An Emergency Service Agreement exists with the Radnor Police Department to respond to all campus emergencies and alleged criminal incidents when contacted. Significant criminal incidents and suspicious criminal activity are reported to the Radnor Police Department as they are discovered by or reported to the Department of Public Safety or other CSAs. Similarly, criminal events occurring off campus, but in an area that could impact the safety of the University community, are transmitted by the Radnor Police Department to the Cabrini Department of Public Safety.

Additionally, the Department of Public Safety is an active member of the Campus Security Directors' Association of Delaware Valley. The Association serves as a forum for sharing information among campus security personnel from colleges and universities in the Philadelphia region. Representatives meet quarterly during the academic year to share information about campus criminal activity and criminal suspects preying on students from member institutions.

## REPORTING CRIMES

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It is critically important that all crimes occurring on campus or in/on University owned or leased off-campus buildings and property be immediately reported to the Department of Public Safety to ensure that appropriate action is taken. For each incident reported, an investigation is conducted and a file is created. Crimes can be reported at any time of day or night seven days a week as follows:

- **In person** (walk-ins) – at the Public Safety Office located in the east wing of the Mansion.
- **By calling** – the Department of Public Safety at **-8245/610-902-8245** or by using one of the emergency phones on campus. Public Safety dispatchers will answer this line promptly.

We encourage all students, employees, contract workers, faculty members, and guests to promptly report criminal incidents, motor vehicle accidents, and other emergencies to the Department of Public Safety. To the extent possible, confidentiality and anonymity are respected when requested. Upon request, a representative of the Department of Public Safety will accompany a complainant to the local police department and assist a complainant in making a criminal report.

Reports of stolen motor vehicles are immediately referred to the Radnor Police Department. The Department of Public Safety will take an internal report of the incident, but Radnor Police will be responsible for investigating the theft and entering the specifics about a stolen vehicle into the FBI's National Criminal Information Center (NCIC) computer system.

Routinely through the distribution and posting of brochures, pamphlets, memoranda, and in-house publications, members of the campus community are educated regarding the reporting of all criminal or suspicious activities that occur on campus to the Department of Public Safety. Additionally, the campus community is informed of security matters of concern both on and off campus. They are also advised to report all criminal acts occurring off campus to the Radnor Police Department.

## **CONFIDENTIAL REPORTING PROCEDURES**

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If you are a victim of a crime but do not want to pursue action either within the University or through the criminal justice system, you may still wish to consider making a confidential report to the University. You may report an incident without revealing your identity. A confidential report helps the University to comply with your wish to keep the matter confidential while assisting the University in its efforts to make the campus a safe place. Such reports also assist the Department of Public Safety in maintaining accurate records of the number of incidents involving students, recognizing if there is a discernible pattern of crime, and alerting the campus community to any potential danger.

Reports filed in this manner are included in the crime statistics for the University if they are "Clery Act crimes," and are listed in the Daily Crime Log but in a confidential manner.

University counselors, when acting as a counselor, and members of Campus Ministry, when acting as pastoral counselors, are not CSAs, and are not required to report crimes for inclusion in the Annual Security Report's disclosure of crime statistics. Counselors are, however, encouraged to inform a person being counseled of the procedures to report crimes on a voluntary and/or confidential basis.

## **DAILY CRIME LOG**

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In compliance with the Clery Act, the Department of Public Safety maintains a daily log of all crimes reported to the Department, whether occurring on campus, in/on a non-campus building or property, or on public property within the patrol jurisdiction of the Department. All crimes reported to the Department of Public Safety are documented in the Daily Crime Log. The entry or an addition to the entry is made within two (2) business days of the date when the initial report was made. The Daily Crime Log records information on each alleged criminal incident, to include the nature of the crime, its general location, the date reported, the date and time it occurred, and the disposition of the complaint (if known).

The crime log for the last 60-day period is located in the Public Safety Office and is open to public inspection during normal business hours. Portions of the crime log older than 60 days are made available within two (2) business days of a request for inspection. Crime logs are retained electronically for seven (7) years.

## **BUILDING SECURITY**

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### **Residence Halls & Houses**

Cabrini University offers a variety of housing configurations, including singles, doubles, triples, quads and apartments. Cabrini also offers coeducational residence halls and houses.

The Department of Public Safety, the Department of Residence Life, and the student residents themselves share responsibility for the security and safety of the residence halls and houses. The Director, Assistant Director (AD) and three Graduate Assistants (GAs), manage all aspects of their assigned campus areas and also serve in counseling, supervising, advising, disciplinary and programming roles. They are full-time Residence Life staff members and reside on campus in an apartment within one of our residence facilities and oversee 30 Resident Assistants (RAs). Residence Life staff (AD, GAs, and RAs) monitor residence hall/house safety conditions, and are trained in safety and security issues and fire safety during summer workshops.

The entrance doors to all residence halls and houses are locked 24/7. Entrances to the larger residence halls – Xavier, Woodcrest, East, and West Residence Hall – are regularly staffed by Residence Life desk assistants from 8 p.m. until 2 a.m. Students' room doors are equipped with heavy-duty dead bolt locks and peepholes. The side and back doors of all residence halls and houses are alarmed to prevent propping. Emergency exit doors are alarmed locally and the Public Safety Communications Center receives an alarm if a door is opened so that Officers can be dispatched to investigate the cause of the alarm. Visitors to the first-year residence halls must sign in on a visitor's register. The Department of Public Safety patrols all residence halls on a regular basis, and RAs conduct building tours in the residence halls until 2 a.m. each night.

### **Academic Buildings**

All classroom doors are lockable from inside the classroom. If equipped with card access, classroom doors can be locked remotely from the Public Safety Communications Center. All academic buildings are locked after evening classes and unlocked in the morning when classes are scheduled to begin. The Department of Public Safety patrols all academic buildings on a regular basis.

### **Card Access**

Campus residential buildings are locked 24 hours a day, 7 days a week. The main entrances of each residence hall and house may only be accessed through the University's electronic identification swipe-card system. It is a violation of University policy for a student to permit someone else to use his or her identification card.

### **CCTV Monitoring**

All residence halls and houses are equipped with high-resolution digital video cameras that are integrated with each building's card access system. If an exterior door is propped open or an emergency door is opened, a dispatcher in the Public Safety Communications Center can view the nearest camera, evaluate

the condition, and dispatch officers as required. Most academic buildings are also equipped with video cameras that are remotely monitored in the Public Safety Communications Center. Additional cameras were added to academic buildings and at the interior entrances of all residential houses throughout 2016.

## **CAMPUS ACCESS**

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Since Cabrine University is an open campus, access is not limited during the day. However, from 12:00 a.m. to 5:00 a.m. daily, limited security-controlled campus access and egress are afforded only through the Upper Gulph Road Welcome Center entrance. Only vehicles displaying a current Cabrine University parking permit may enter campus without showing identification. However, if there are passengers in the vehicle, the driver must stop and all occupants are required to show a photo identification in order to gain entrance to the campus. Vehicles not displaying a current Cabrine University parking permit must stop at the Welcome Center, and all vehicle occupants must provide a photo ID and campus destination information. Inasmuch as the Cabrine campus is considered private property, trespassers are escorted off campus by Public Safety Officers and/or arrested by Radnor Police.

## **SEXUAL MISCONDUCT AND SEXUAL HARASSMENT POLICY**

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### **1. INTRODUCTION**

Cabrine University seeks to foster and maintain a community of mutual respect and concern for all of its members. The University also expects all members of the Cabrine community to conduct themselves in a manner consistent with the Cabrine Mission Statement and its Core Values as described in the Code of Student Conduct, the Staff Handbook, and the Faculty Handbook. There can be no greater violation of the terms of that community, or of the essential dignity of any member of it, than an act of sexual violence or sexual harassment. Sexual misconduct, including sexual harassment and sexual violence, is prohibited and will not be tolerated in any form. These acts constitute the deepest affront to Cabrine standards, and the University is committed to addressing and preventing sexual misconduct within its community.

Under Title IX of the Education Amendments of 1972 (Title IX), sexual violence is a form of sexual discrimination and is prohibited. Any person found responsible for such violations will face disciplinary actions up to and including dismissal or expulsion from the University. Acts of sexual violence may also be prosecuted under the Pennsylvania Criminal Code.

Should an incident of sexual misconduct, including sexual harassment or sexual violence occur, the University has both reporting procedures and support resources in place so that an individual does not need to face the effects of such an incident alone. The first concern is for the safety, health, and well-being of those affected. Confidential and non-confidential (yet private) options for support and reporting are available both on and off campus, and are described in more detail in Section 5 & Appendix A.

Due to the nature of incidents involving gender-based violence, sexual misconduct and sexual harassment, Cabrine University has developed a process to specifically address these concerns. As a result, the investigation and adjudication process for incidents of gender-based violence, sexual misconduct and

sexual harassment will differ from the student conduct process that is highlighted in the Cabrini University Community Standards for Student Conduct.

## **2. THE LAW**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. The law forbids sex discrimination in all university student services and academic programs including, but not limited to, admissions, financial aid, academic advising, residential life, athletics, discipline, recreational services, health, wellness and support services, academic assignments and grading. Title IX also forbids sex discrimination in university employment and recruitment consideration or selection.

Title IX violations include discrimination on the basis of sex or gender as well as include sexual harassment, sexual violence, sexual exploitation, sexual misconduct, dating violence, domestic violence, and stalking.

It is the policy of Cabrini University, in accordance with federal and state law, to prohibit unlawful discrimination. Sex discrimination includes a variety of behaviors that can limit or negatively impact an individual's educational opportunity. These behaviors include: sexual harassment, sexual violence, sexual misconduct, stalking, relationship violence (dating, domestic and intimate partner violence), gender identity, gender presentation and sexual orientation discrimination.

The Office for Civil Rights (OCR) in the U.S. Department of Education is responsible for enforcing Title IX. OCR engages in compliance enforcement to ensure that institutions that receive certain federal funds comply with Title IX.

## **3. SCOPE**

All members of this community – students (current and applicants), faculty, staff, applicants for employment, persons doing business with or acting on behalf of the University, and visitors to campus – are protected under this Policy, regardless of sexual orientation or gender identity. All community members also share in the responsibility for creating and maintaining an environment that promotes the safety and dignity of each person. Towards that end, this Policy provides the framework for addressing all forms of discrimination within our community, preventing its occurrence and recurrence, and addressing its effects.

This Policy applies to all on-campus conduct, as well as any off-campus conduct that has an adverse impact on any member of the University community or the University.

### **DUTY TO REPORT**

The University strongly encourages reporting of any incident to the Title IX Coordinator or persons designated in Appendix C and/or to local law enforcement.

*All University employees, except those who must maintain confidentiality by law (see Appendix A), are expected, and in some cases required, to report sexual assault, sexual harassment, and other sexual misconduct to the University authorities designated in this Policy. However, certain individuals of the Cabrini Community are known as “responsible employees”. Federal law requires these individuals to*

report incidents, and accordingly these individuals are not able to maintain confidentiality. Those individuals identified as “responsible employees” are:

- Full-Time Faculty
- Adjunct Faculty
- President’s Cabinet Members
- Directors, Associate Directors, Assistant Directors
- Coaches (full and part-time as well as volunteer)
- Resident Assistants
- Campus Security personnel
- Graduate Assistants

When an incident is reported, the University will respond promptly and equitably to all allegations of sexual misconduct, sexual violence, or sexual harassment. Anyone making a report, filing a complaint, or participating in the investigation or resolution of an allegation of sexual misconduct or sexual harassment, is protected by law and by this Policy from retaliation (see Section 5.A.). The University will take prompt responsive action to any retaliation.

#### **4. TITLE IX COORDINATOR**

The University has appointed Susan Rohanna, Director of Human Resources, as its Title IX Coordinator. The Title IX Coordinator oversees the University’s centralized review, investigation, and resolution process for reports of sexual assault, sexual harassment, and other sexual misconduct, and coordinates the University’s compliance with Title IX. See Appendix C for the complete Title IX Notice.

#### **5. PROHIBITED CONDUCT AND DEFINITIONS**

##### *Complainant*

When used in this Policy, “Complainant” refers to the person who reports that he or she has been the subject of sexual assault, sexual harassment, or other sexual misconduct and is usually a student, faculty or staff member filing a complaint of a violation of this Gender-Based, Sexual Misconduct and Sexual Harassment Policy. In some cases Cabrini University may serve as the Complainant (e.g., in cases where a person involved in an incident of alleged sexual violence does not wish to participate in the process but the University decides that the alleged misconduct needs to be addressed through the process).

##### *Respondent*

A “Respondent” is an individual alleged to have violated Cabrini University’s policy regarding sexual misconduct, sexual violence or sexual harassment.

##### *Sexual Misconduct*

Sexual misconduct includes many behaviors including rape, non-consensual sexual contact, sexual assault, sexual violence, sexual harassment, sexual exploitation, indecent exposure and any other discriminatory

or harassing conduct, whether physical or verbal, based on sex or gender that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person.

### *Sexual Assault*

Sexual assault occurs when a person engages in a sexual act or contact with another person without that person's consent, or compels that person to participate in a sexual act or contact without consent; and/or by threat or coercion; by placing the other person in fear that any person will suffer imminent bodily injury; by substantially impairing the ability of another person to appraise or control conduct by administering or employing drugs or intoxicants without the knowledge or against the will of the other person; or when a person is under the age of 16.

Sexual assault can be committed by any person against any other person, regardless of gender identity, sexual orientation, or past or current relationship status. Sexual assault may occur with or without physical resistance or violence, and may occur if the Complainant and/or Respondent are under the influence of alcohol or other drugs.

### Consent

*Consent* means words or actions, freely, unambiguously and actively given by each party throughout a sexual encounter, which demonstrate each party's willingness and agreement to continue to participate in agreed-upon sexual conduct.

Consent *cannot* be given when:

- a person's judgment is substantially impaired by alcohol or drugs or otherwise incapacitated;
- when intimidation, coercion or threats are involved;
- when physical force is used;
- when a physical or mental condition is present such that the person cannot knowingly or voluntarily give consent; or
- when a person has not achieved the age required for consent, as defined by state law.

An objective standard will be used in determining whether a person's judgment is "substantially impaired" by alcohol or drugs, or a physical or mental condition as described above is present. That is, consent is *not valid* when:

- From the standpoint of a reasonable person, the Respondent knew, or reasonably should have known, that the person's judgment was substantially impaired as a result of alcohol or drugs or was otherwise incapacitated, or that the person's physical or mental condition would prevent knowing and voluntary consent ; or
- The person's judgment was, in fact, substantially impaired as a result of alcohol, drugs, or the person was incapable of providing knowing or voluntary consent due to a physical or mental condition.

Silence, non-communication, or a lack of resistance does not imply consent. Previous relationships or consent do not imply consent to future sexual conduct. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent can be rescinded at any time.

The use of alcohol or drugs does not minimize or excuse a person's responsibility for committing sexual misconduct, or for determining whether another is capable of giving consent, as described above.

### Coercion

*Coercion* is defined as compelling someone to act based on pressure, harassment, threats or intimidation. When someone makes clear that they do not want to engage in sexual contact, want it to stop, or do not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

### *Inappropriate Sexual Conduct*

Inappropriate sexual conduct includes unwelcomed sexual conduct that does not meet the definition of sexual assault but is sexually violating in nature. It includes but is not limited to the following:

- Nonconsensual physical contact of a sexual nature. This includes intentional contact with the breasts, buttocks, groin, mouth, genitals, or any other body parts;
- Sexually exploitative behavior. Examples include but are not limited to:
  - Capturing through any means images of sexual activity, sexually explicit images, or another's nudity without consent, and/or sharing this material with others without all participants' consent;
  - Viewing or allowing or aiding others to view sexual activity or another's nudity without all participants' consent;
  - Indecent exposure.

*Exception:* This section is not intended to prohibit the use of sexually explicit materials that are reasonably related to the academic mission of the University. Specifically, this section is not intended to proscribe or inhibit the use of sexually explicit materials, in or out of the classroom, when in the judgment of a reasonable person they arise appropriately to promote genuine discourse, free inquiry, and learning.

### *Sexual Exploitation*

Sexual Exploitation means to take advantage of another person without consent, including but not limited to:

- Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person;
- Causing the prostitution of another person;
- Recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person;
- Allowing third parties to observe private sexual acts;
- Engaging in voyeurism;
- Knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

### *Sexual Harassment*

Sexual Harassment is defined as any unwelcome sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature whenever:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or grade;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance; or
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment.

Examples of potentially sexually harassing behaviors include, but are not limited to the following:

- Unwelcome sexual advances, sexual innuendo, or requests for sexual favors in person, by phone, by electronic message or photo, written words or images such as graffiti, and social media postings;
- Unwelcome behavior of a sexual nature by a faculty member, coach, or other staff person directed toward a student, a colleague, or other community member;
- A person in a position of authority (such as a faculty member, coach, supervisor) suggesting that an educational or employment benefit will result from submission to some unwelcome behavior of a sexual nature or will be denied for refusal to engage in sexual activity;
- Sexual remarks, offensive stories, remarks about sexual activity, or experiences, sexual innuendoes, or other suggestive comments that are unwanted and unwelcome by another;
- Displaying or showing pictures, cartoons, or other printed materials of a sexual nature in the workplace or in an educational setting where there is insufficient academic relevance;
- Exposing the private parts of one's body to another person, or in public forums.

### *Domestic Violence*

Domestic violence can be defined as a single occurrence or a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

### *Dating Violence*

Dating Violence means 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 a consideration of the following factors:

- a. The length of the relationship.
- b. The type of relationship.
- c. The frequency of interaction between the persons involved in the relationship.

### *Stalking*

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear his or her safety or the

safety of others, or suffer substantial emotional distress. This includes cyber stalking, a particular form of stalking in which electronic media is used to pursue, harass, or make unwelcome contact with another person.

### *Gender-Based Misconduct*

**Gender-Based Misconduct** includes discrimination or verbal, non-verbal or physical harassment, violence, or intimidation which is based on the person's gender but which is or is not sexual in nature.

### **Consensual Amorous Relationships Policy**

Cabrin University seeks to maintain an educational atmosphere wherein students and faculty members, administration and staff interact in appropriate professional and pedagogic ways. In keeping with this goal, any individual who has power or authority over another individual is not permitted to have a romantic or sexual relationship with that individual. For example, faculty are not permitted to have romantic or sexual relationships with students who are enrolled in their classes.

Although it is recognized that the partners in the relationship may be full and willing participants, the responsibility for adhering to this policy and the consequences for violating it fall upon the individual in the authoritative position.

Violations of the policy will be handled through the Office of Human Resources. The sanctions imposed for violation of this policy will necessarily depend on the facts and circumstances of the case.

#### A. **DEFINITION OF RELATED TERMS**

##### Retaliation

*Retaliating* directly or indirectly against a person who has in good faith filed, supported, or participated in an investigation of a complaint of sexual misconduct as defined above is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint, providing false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. The University will take immediate responsive action in instances of retaliation.

#### B. **Privacy and Confidentiality: Understanding The Differences**

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports under this Policy. The University also is committed to assisting students, employees, and third Parties in making informed choices. With respect to any report under this Policy, the University will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. All University employees who are involved in the University's Title IX response receive specific instruction about respecting and safeguarding private information.

Privacy and confidentiality have distinct meanings under this Policy.

## 1. Privacy

“Privacy” generally means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who “need to know” in order to assist in the assessment, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in the University’s FERPA policy. The privacy of an individual’s medical and related records may be protected by the Health Insurance Portability and Accountability Act (“HIPAA

While there are certain limitations on privacy, the University generally will not release the names of the Complainant or Respondent to the general public without express written consent or absent another exception consistent with the law. The release of names will be guided by applicable law, including the Family Educational Rights and Privacy Act (FERPA) and the Clergy Act.

In addition, no information shall be released from a proceeding to enforce this Policy except as required or permitted by law and University policy.

## 2. Confidentiality

“Confidentiality” generally means that information shared by an individual with designated “Campus Confidential Resource” cannot be revealed to any other individual without the express permission of the individual.

The confidentiality of information shared by an individual with designated “Campus Confidential Resource” generally is governed by law, including restrictions on disclosure of information by mental health providers, ordained clergy, rape crisis counselors, and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

An individual who seeks confidential assistance may do so by speaking with “Campus Confidential Resource” who have a legally protected confidentiality.

The confidential resources available to individuals on campus are listed in Section Confidential Reporting Options, below. Note, however, that these confidential resources are required by state law to notify child protective services and/or local law enforcement of any report which involves suspected abuse of a minor under the age of 18.

## **6. HOW TO REPORT AN INCIDENT OF GENDER-BASED or RELATIONSHIP MISCONDUCT, SEXUAL MISCONDUCT, SEXUAL VIOLENCE, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING**

A student Complainant may report to the Dean of Students, the Title IX Coordinator, or the Department of Public Safety and/or to local law enforcement. A faculty or staff Complainant may report to the Title IX Coordinator identified in the Title IX Notice (and included in Appendix C of this Policy). An individual may pursue a complaint through the criminal process or through the University disciplinary process consecutively or concurrently.

The University encourages individuals who have experienced physical or sexual violence to seek immediate medical treatment and to make a prompt report to law enforcement in response to an incident of sexual violence in order to address immediate safety concerns, allow for the preservation of evidence, and trigger a prompt investigative and remedial response. When the incident is reported to a campus resource (Title IX Coordinator, Dean of Students, Director and Assistant Director of Resident Life, Public Safety Investigator and Education Officer, and Public Safety), the University will help the individual get to a safe place and assist the individual in seeking immediate medical attention or in reporting an allegation to local law enforcement. The University will provide transportation to the hospital, assist with notification of local law enforcement, and provide information about the University's resources and complaint process. The University will also provide appropriate interim measures, as needed, to help ensure the safety and well-being of the parties affected.

### **Reporting Options**

**Cabrini University Department of Public Safety | 610-902-8245**

**Local Law Enforcement Radnor Township Police | 610-688-0503**

### **Medical or Hospital Care**

**Cabrini University Student Health Center | 610-902-8400**

**Philadelphia Sexual Assault Response Center | 215-425-1625**

**Bryn Mawr Hospital | 484-337-3000**

**Philadelphia Domestic Violence Hotline – 866-723-3014**

**National Domestic Violence Hotline – 800-799-7233 (SAFE)**

**National Sexual Assault Hotline – 800-656-4673 (HOPE)**

**Delaware County Women Against Rape – 610-566-4342**

**Women Against Rape – 215-985-3333**

**Laurel House (Domestic Violence Hotline)– 800-642-3150**

An individual's physical well-being should be addressed as soon as possible, whether or not that individual wishes to make a report to the University or local law enforcement. A medical provider can provide emergency and/or follow-up medical services, which has two goals: first, to diagnose and treat the full extent of any injury or physical effect and second, to properly collect and preserve evidence. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual violence to preserve physical and other forms of evidence for proof of a criminal offense. In the event of a report immediately following an incident of sexual violence, an individual is encouraged to not shower, bathe, douche, brush teeth, drink, or change clothing prior to seeking medical treatment. Similarly, any clothing or bedding should remain untouched pending collection by law enforcement. Whether or not an individual has chosen how to proceed at the time of the medical examination, taking the step to gather evidence will

preserve the full range of options to seek resolution through the University's complaint processes or through the pursuit of criminal action.

Please note that under Pennsylvania law, a medical provider may be required to notify law enforcement of a reported sexual assault under most circumstances. Although the medical provider will provide information to law enforcement, the individual may decline to speak with a law enforcement officer or participate in a criminal prosecution.

### Campus Security Authority (CSA)

A Campus Security Authority (CSA) is defined as: (1) a campus police or security department; (2) any other individual who has responsibility for campus security, e.g., an individual who is responsible for monitoring entrance into the University's property; or (3) a Cabrini official who has significant responsibility for student and campus activities, including student housing, student discipline and campus judicial proceedings (i.e., Director of Residence Life, Director of Student Engagement and Leadership, Athletic Coaching Staff, etc.).

A CSA who receives a report of a sexual offense must report the offense to the Office of Public Safety.

Student resident assistants or other persons with significant responsibility for student and campus activities who receive a report of sexual misconduct must report the incident to the Office of Public Safety within twenty-four (24) hours of receiving report of the alleged offense.

Specifically exempted from the definition of campus security authorities are pastoral or professional counselors when acting in that capacity. A pastoral counselor is defined as "a person associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of recognition as a pastoral counselor." A professional counselor is defined as "a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification."

### **Confidential Reporting Options**

There are options for individuals to confidentially report incidents of gender-based, relationship misconduct, sexual misconduct, sexual harassment, domestic violence, dating violence, or stalking. The degree to which confidentiality can be protected depends upon the professional role of the person being consulted.

Pastoral counselors, professional counselors, and medical staff are able to provide confidentiality (within reasonable limits as described below) and will not disclose the details of your report to any outside source. They include counselors such as those employed by the Cabrini University Counseling and Psychological Services, Cabrini University Health Services, and the Cabrini University Chaplain.

Exceptions to maintaining confidentiality are generally set by law; for example, confidential resources may need to report certain incidents. The grounds for breaking confidentiality include when a minor or elderly person is involved in an allegation of abuse; there is imminent harm to self or others; or an individual has been subpoenaed or court ordered to testify in a criminal case.

If you would like to access any of the above listed confidential resources, please contact:

**Counseling and Psychological Services** | 610.902.8561  
**Campus Ministry** | 610.902.-8438  
**Health Services** | 610.902.8531

### **Formal Reporting Options**

Mandated reporters, also known as "responsible employees," identified in Section 3 of this Policy are members of the Cabrini community who are required as part of their role to report incidents. Federal law requires these staff members to report information and they are not able to maintain confidentiality. Mandatory reporters are required to report the details of any incident to the Title IX Coordinator or appropriate deputy Title IX Coordinator. The report must include, if known, the name of the alleged complainant, the alleged respondent, and the date, time, location, and nature of the incident. Prior to information being disclosed to a mandated reporter, the responsible employee should make clear to the complaining individual that they are not a confidential resource and refer the individual to the appropriate confidential resources if they do not want the information shared to be disclosed. In so doing, however, the responsible employee should take care that in identifying themselves as a non-confidential resource that they do not discourage an individual from making a report.

Under the Clery Act, Cabrini University is required by law to report specified factual details about incidents occurring on campus property. As required by law, all disclosures to any Cabrini University community member who is designated as a responsible employee of an act of violence or intimidation (including Gender-Based Misconduct, Relationship Misconduct, Sexual Assault and Violence) must be reported for statistical purposes only to Cabrini University Public Safety, which has the responsibility for tabulating and annually publishing crime statistics. The information provided for statistical reporting will not include any personally identifiable information and will be limited to the date, time, location, and nature of the incident.

The Clery Act also requires the University to issue "timely warnings" in response to reports of Sexual Assault or Violence that may affect campus safety. In the instance of an immediate and serious threat to the University community, Cabrini University Public Safety will issue a security alert.

When a victim of an act of Gender-Based Misconduct, Relationship Misconduct, Sexual Assault and Violence contacts Public Safety, the appropriate law enforcement agency may also be notified. If the incident reported can be classified as a felony offense, law enforcement will automatically be notified regardless of whether an individual wishes to pursue prosecution. A representative from the University will also be notified and respond to provide resources and support for the individual. The filing of a complaint of Gender-Based Misconduct, Sexual Assault and Violence under this policy is independent of any criminal investigation or proceeding (except that the University's investigation may be delayed temporarily while the criminal investigators are gathering evidence) and the University will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the individual and the Cabrini University community.

### Requests for Confidentiality

Cabrini University will make every effort reasonably possible to preserve an individual's privacy and protect the confidentiality of information. If the individual does not wish to pursue a formal complaint and/or requests that their complaint remain confidential the individual will be informed that the University's ability to respond may be limited, and that Title IX still requires the University to investigate

and take reasonable action in response to the individual's information. The following factors will be considered when assessing the individual's request for confidentiality: the severity of the alleged Gender-Based Misconduct, Sexual Assault and Violence; whether there have been other complaints of gender-based or sexual misconduct against the same alleged respondent; and the alleged respondent's right to receive information about the allegations if the information is maintained by the University as an "education record" under FERPA. Students alleged with a violation of Community Standards for Student Conduct are afforded certain due process rights. One of those rights includes the ability to know one's accuser. The alleged respondent will be provided with the name of the individual.

The Title IX Coordinator will be responsible for evaluating requests for confidentiality based on the criteria above. The individual (complainant) will be informed by the Title IX Coordinator if the University cannot ensure confidentiality, and Respondent will be made aware of the University's decision to pursue the allegations against the wishes of the alleged respondent. Granting a request for confidentiality will not prevent the University from undertaking an appropriate inquiry, issuing a "no-contact" order, or taking other reasonably necessary measures to protect the alleged complainant and campus community.

### Retaliation

Cabrini University and Title IX do not allow threats or other forms of retaliation against a student, staff, or faculty who files a complaint. Retaliation is conduct that creates an intimidating, hostile, or offensive working, residential, or education environment. Retaliation also includes harassment of a Complainant or other person or organization alleging misconduct, including but not limited to, intimidation, threats, and interference. It is a violation of University policy to retaliate against any person making a complaint of Gender-Based Misconduct, Relationship Misconduct, Sexual Assault and Violence or against any person cooperating in the investigation of any allegation of gender-based or sexual misconduct. Retaliation should be reported promptly and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations.

### Drug and Alcohol Use

Gender-Based Misconduct, Relationship Misconduct, Sexual Assault and Violence is a serious issue and Cabrini University's primary concern is ensuring that individuals feel comfortable reporting a complaint. As such, the University does not want to discourage victims from reporting an incident because they have participated in the consumption of alcohol or drugs. A Complainant, in addition to bystanders and witnesses acting in good faith, who are reporting an incident of Gender-Based Misconduct, Sexual Misconduct and Sexual Harassment, will not be subject to the University's disciplinary proceedings if alcohol or drug consumption that is in violation of the Community Standards for Student Conduct has taken place. In addition, the use of alcohol and/or drugs by either party will not diminish the alleged student's responsibility as consent is not valid if given while an individual is incapacitated by alcohol and/or drugs.

## **7. What to Expect Once a Complaint has been Filed**

### **Standard of Evidence**

Investigations involving allegations of acts of Gender-Based Misconduct, Relationship Misconduct, Sexual Misconduct, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking will be conducted promptly and be fair, equitable, and impartial. The standard of proof in such disciplinary proceedings shall

be that of the “preponderance of the evidence” or that it is more likely than not that what the Complainant alleges is true.

### **Time Limits for Reporting**

There is no time limit to invoking this policy in responding to complaints of alleged Gender-Based Misconduct, Relationship Misconduct, Sexual Misconduct, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking. Nevertheless, students, faculty and staff are encouraged to report allegations immediately in order to maximize the University’s ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged gender-based or sexual misconduct may result in the loss of relevant evidence and witness testimony, and may impair the University’s ability to enforce this policy.

### **Receipt of Report**

Upon receipt of notice of any allegation of Gender-Based Misconduct, Relationship Misconduct, Sexual Misconduct, Sexual Harassment, Domestic Violence, Dating Violence or Stalking, the Complainant will be followed up with to gain more information, assess how they would like to proceed, and have resources and options provided to them. Complainants and alleged Respondents will be provided a written copy of this policy. Both the Complainant and the Respondent will have a University support person offered to them that can assist with providing support during the process. The University support person may be present to serve as their advisor during the investigative process. If the University support person is not utilized, the Complainant and/or the Respondent may select an alternative advisor of their choice. This person will act as a support person or advisor but will not represent either party nor will they be allowed to speak on behalf of either party. The Complainant and Respondent are entitled to have one advisor present during the investigative process. Depending on how the report was initially received (immediately reported to Public Safety, or reported in person to a responsible employee and/or the Title IX Coordinator or deputy Title IX Coordinator), the process may vary slightly but will adhere to the investigative and adjudication procedures as described below.

If the Complainant files a report and wishes to move forward with the formal investigative and adjudication process, a formal complaint will be sent to the Investigators for further investigation. The formal complaint will set forth the name of the alleged respondent, and the date, location and nature of the alleged misconduct.

If the Complainant does not wish to move forward with a formal complaint, the option for informal resolution of the complaint will be explored if appropriate. Some minor incidents can be resolved through facilitation or other interventions as long as both parties agree to participate voluntarily. Facilitation and other forms of informal resolution are not appropriate for any form of sexual assault, domestic violence, dating violence, or stalking and will not be an option. A Complainant may change their mind at any point in time and pursue a formal complaint, regardless of where they are currently engaged in the informal resolution process. Even if a Complainant does not wish to file a report or participate in any form of informal resolution, Cabrini University is still required to provide reasonable accommodations that are deemed appropriate for the situation, including but not limited to, directing appropriate University officials to alter the alleged victim’s and/or Complainant’s academic, housing, and/or employment arrangements, as well as assisting the Complainant with referrals to counseling and obtaining orders of protection. Any interim measures taken will be designed to minimize the burden on the Complainant as much as possible.

## **Interim Measures**

In all complaints of alleged Gender-Based Misconduct, Relationship Misconduct, Sexual Misconduct, Sexual Harassment, Domestic Violence, Dating Violence and Stalking regardless of whether the Complainant wishes to pursue a formal complaint, Cabrini University will investigate and take prompt and effective action as is reasonably practicable under the circumstances to support and protect the Complainant. This includes taking interim actions pending the investigation. These interim actions are designed to end the harassment, eliminate the hostile environment, and prevent recurrence. Additionally, they help to ensure that a thorough and impartial investigation can take place in a timely manner. Accordingly, the Title IX Coordinator or his/her designee may impose a “no-contact” order, which will prohibit communication between the parties involved, including in person communication, through third parties, or via electronic means. Violation(s) of the Title IX Coordinator’s directives and/or administrative actions may lead to additional violations. Decisions regarding reasonable interim measures will be implemented with the input of the Complainant, as long as the desired actions do not interfere with protecting the community from any immediate threat of harm. The Title IX coordinator or appropriate University professional may take any further protective action that they deem appropriate concerning the interaction of the parties pending the hearing, including but not limited to, directing appropriate University officials to alter the alleged victim’s and/or Complainant’s academic, University housing, and/or University employment arrangements, as well as assisting the Complainant with referrals to counseling. Any interim measures taken will be designed to minimize the burden on the Complainant as much as possible. Victims of Gender-Based Misconduct, Relationship Misconduct, Sexual Misconduct and Sexual Harassment, Dating Violence, Domestic Violence and Stalking also have the right to report the incident to law enforcement and file for an order of protection from the court. Cabrini University will do everything within its means to support the Complainant, including providing assistance with obtaining and executing orders of protection with outside law enforcement and taking other necessary actions to protect the Complainant, such as implementing internal campus no-contact orders. Complainants will be provided written notification of their options. These options are available regardless of whether the Complainant reports the incident to the campus public safety department or to law enforcement.

Interim suspension may be imposed on the Respondent only: (a) to ensure the safety and well-being of members of the University; (b) to ensure physical or emotional safety and well-being; or (c) if the Respondent poses a definite threat of disruption of or interference with the normal operations of the University. During interim suspension, the Respondent may be denied access to campus property, classes and/or all other University activities or privileges which are determined to be appropriate.

## **Bystander Intervention**

The University strongly encourages all community members to take reasonable and prudent actions to prevent or stop an act of sexual violence and sexual harassment. Campus community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation.

Taking action may include direct intervention, calling Public Safety or law enforcement, or seeking assistance from a person in authority

## **False Reports**

A good faith complaint that is not substantiated does not constitute a false report.

Submission of a good faith complaint, concern, or report under this Policy will not affect a Complainant's employment, grades, academic standing, or work assignments. An individual found to have made a false complaint or report, or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action.

## **8. Investigative Hearing Process**

Due to the nature of incidents involving gender-based violence, sexual misconduct and sexual harassment, Cabrini University has developed a process to specifically address these concerns. As a result, the investigation and adjudication process for incidents of gender-based violence, sexual misconduct and sexual harassment will differ from the student conduct process that is highlighted in the Cabrini University Community Standards for Student Conduct.

The following provisions apply to cases of Gender-Based Violence, Sexual Misconduct and Sexual Harassment:

### **Undergraduate/Graduate Students:**

Formal Undergraduate/Graduate Student complaints will be forwarded to the Investigators designated by the Title IX Coordinator. Investigators are typically comprised of staff members within Cabrini University who have received annual training on how to conduct investigations that protect the safety of the Complainant and promote accountability. In addition, they also receive training on issues related to dating violence, domestic violence, sexual assault, and stalking. The University also reserves the right to hire independent Investigators.

### **Faculty and Staff:**

In order to avoid any conflicts of interest, the University has partnered with outside independent Investigators specializing in these types of incidents to investigate any complaints involving Faculty or Staff.

### **The Process**

The Investigators are neutral fact-finders, who, during the course of the investigation, typically conduct interviews with the Complainant, the alleged Respondent and third-party witnesses; visit and take photographs at each relevant site; and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant evidence. They will complete an Investigative Report which will include a summary of the items listed above. The entire Investigative Process will be completed within sixty (60) days, if not sooner. Should there be a need for the investigation to extend beyond the standard sixty (60) day timeframe, the reasons for the extension will be formally documented and communicated to both parties. Extensions will only be considered and granted for good cause (i.e., complexity of allegations, evidentiary issues, number of witnesses involved, effect of concurrent criminal investigation or intervening school breaks and vacations).

Both parties have a right to present witnesses and information during the investigative hearing process. A list of potential witnesses, as well as any additional information either party plans to present, should be

submitted to the Investigator during the investigative hearing process. Witnesses must be able to provide relevant, first-hand information regarding the incident. Character witnesses will not be allowed. The appropriateness and relevancy of the witness and their testimony in the investigative hearing process will be determined by the Investigator. The Investigator may elect to rely upon the statements of witnesses contained in the investigative report if such witnesses are unavailable.

The Complainant and Respondent will never be in the same room at the same time. Only the Investigator may question the individual parties and any witnesses. Both the Complainant and Respondent may submit a list of questions to the Investigator that they would like the Investigator to consider asking the other party. These questions will be asked at the discretion of the Investigator, who may choose to reframe questions or omit questions that are deemed to be irrelevant or redundant. If the Investigator determines that unresolved issues exist that would be clarified by the presentation of additional information and/or speaking to any party, the Investigator may postpone the investigative process and reconvene it in a timely manner to receive such additional information.

Both the Complainant and the Respondent may have their University support person present to serve as their advisor during the hearing process. If the University support person is not utilized, either party may select an alternative support person of their choice. Investigative hearings will not be unreasonably postponed due to the unavailability of the Complainant's or Respondent's support person of choice. Advisors are to serve only in a supportive role and may not represent or speak on behalf of the Respondent.

Such proceedings will be conducted by an Investigator who has received annual training on issues related to acts of sexual or gender-based misconduct, and how to conduct an investigation and hearing process that protects the safety of Complainants and promotes accountability. The Respondent has the option not to provide testimony; however, the exercise of that option will not preclude the Investigator from proceeding and determining the complaint on the basis of the Investigative Report and other available information.

Using the standard of preponderance of evidence, the Investigators will recommend whether or not there has been a violation of this Policy. The Investigators will specify which alleged violations of this Policy (which type or types of gender-based or sexual misconduct) and, if applicable, which other, related alleged misconduct should be adjudicated.

For investigations involving only students, the Dean of Students/Deputy Title IX Coordinator reserves the right to add to or modify the alleged violations specified by the Investigators.

The Investigative Report will be distributed to the Dean of Students/Deputy Title IX Coordinator. The Investigative Report will be made available for both the Complainant and Respondent to review in person during a scheduled appointment with the Dean of Students/Deputy Title IX Coordinator.

For investigations involving faculty and/or staff, the Title IX Coordinator reserves the right to add to or modify the alleged violations specified by the Investigators with additional information that may be gained through the investigative process. The Investigative Report will be distributed to the Title IX Coordinator and will be made available for both the Complainant and alleged Respondent in writing.

## Notification of Outcome

The outcome of the investigative hearing process will be communicated to both parties in writing via e-mail, concurrently. This letter will be sent within five (5) business days after the hearing process has concluded, barring any exigent circumstances that may cause reasonable delays. The final outcome letter will include, as required by the Clery Act and Title IX, the name of the alleged Respondent; the alleged violation(s) and the finding of responsibility; the sanction(s) or disciplinary action imposed, if any; and information regarding the appeal process. Both the Complainant and Respondent will be informed of the outcome of the hearing process and the outcome of any appeal pursuant to Clery Act Regulations.

## Sanctions and Remedies for Students

Any student found responsible for violating the policy on **Inappropriate Sexual Conduct, specifically nonconsensual physical contact of a sexual nature (where no intercourse has occurred)** will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous violations of the Community Standards for Student Conduct.

Any student found responsible for violating the policy on **Sexual Assault (nonconsensual or forced sexual intercourse)** will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on **Sexual Exploitation or Sexual Harassment** will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous violations of the Community Standards for Student Conduct.

Any student found responsible for violating the policy on **Stalking** will likely face a recommended sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous violations of the Community Standards for Student Conduct.

Any student found responsible for violating the policies of **Domestic or Dating Violence** will likely received a recommended sanction ranging from suspension to expulsion, depending on the severity of the incident.

The Dean of Students/Deputy Title IX Coordinator reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

Other remedies may also be offered and provided. Appropriate remedies may include, but are not limited to:

- providing an escort on campus;
- assistance with academics, including rescheduling exams and assignments,
- receiving an incomplete in a course,
- facilitating a classroom change;
- housing assignment relocation;
- Restriction of campus access for the alleged Respondent (restricted from specific buildings, areas, etc.);
- no-contact orders;
- campus employment reassignment;

- And counseling referrals.

### **Disciplinary Action and Remedies for Faculty and Staff**

If a faculty or staff member is found responsible for violation of any part of this Policy, the Title IX Coordinator in consultation with the area Vice President will determine appropriate disciplinary action.

Any faculty or staff member found responsible for violating the policy on **Inappropriate Sexual Conduct, specifically nonconsensual physical contact of a sexual nature (where no intercourse has occurred)** will likely receive a discipline ranging from counseling to termination, depending on the severity of the incident, and taking into account any previous violations of Cabrini Policies.

Any faculty or staff member found responsible for violating the policy on **Sexual Assault (nonconsensual or forced sexual intercourse)** will likely face a recommended disciplinary action of termination.

Any faculty or staff member found responsible for violating the policy on **Sexual Exploitation or Sexual Harassment** will likely receive a recommended disciplinary action ranging from warning to termination, depending on the severity of the incident, and taking into account any previous violations of Cabrini policies.

Any faculty or staff member found responsible for violating the policy on **Stalking** will likely face a recommended disciplinary action ranging from warning to termination, depending on the severity of the incident, and taking into account any previous violations of Cabrini policies.

Any faculty or staff member found responsible for violating the policies of **Domestic or Dating Violence** will likely receive a recommended disciplinary action ranging from suspension to termination, depending on the severity of the incident.

The Title IX Coordinator reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

Other remedies may also be offered and provided. Appropriate remedies may include, but are not limited to:

- providing an escort on campus;
- rescheduling assignments,
- office relocation;
- restriction of campus access for the alleged faculty or staff member (restricted from specific buildings, areas, etc.);
- no-contact orders;
- campus employment reassignment; and
- counseling referrals.

## Appeals

Either party may appeal the decision by filing an appeal to the Title IX Coordinator within five (5) business days after delivery of the formal outcome. Both parties will be informed in writing if either party appeals, any change to the result, and when such results become final.

Appeal requests must fall into one of the following grounds:

- New evidence available that was not available prior to the original hearing
- The process as outlined was not adhered to during the original hearing
- The sanctions are not appropriate to the violation for which the student has been found responsible.

The appeal shall consist of a concise, written statement outlining the grounds for the appeal.

### Student Appeals Process

Upon receipt of an appeal from the Title IX Coordinator, the Dean of Students or his/her designee will notify both parties. Each party will have an opportunity to respond, in writing, to the appeal. Responses to the appeal by either the Complainant and/or Respondent must be submitted to the Dean of Students or his/her designee within five (5) business days from receipt of the appeal.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately.

The Dean of Students or his/her designee shall consider the merits of an appeal only on the basis of the three (3) grounds for appeal identified above and any supporting information provided in the written request for appeal and the record of the original hearing. The Dean of Students or his/her designee can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal. If the appeal is based on procedures not having been followed in a material manner, the Dean of Students or his/her designee can ask that a new hearing occur before a newly appointed Investigator. In the case of new and relevant information, the Dean of Students or his/her designee can recommend that the case be returned to the original Investigator to assess the weight and effect of the new information and render a determination after considering the new facts.

Typically, the Dean of Students or his/her designee will communicate the result of the appeal to the student requesting the appeal within ten (10) business days from the date of the submission of all appeal documents by both parties, but the time may be longer or shorter depending on the nature of the case. Appeal decisions are final.

### Faculty and Staff Appeals Process

Upon receipt of an appeal from a faculty or staff member, the Title IX Coordinator or his/her designee will notify both parties. Each party will have an opportunity to respond, in writing, to the appeal. Responses to

the appeal by either the Complainant and/or Respondent must be submitted to the Title IX Coordinator or his/her designee within five (5) business days from receipt of the appeal.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately.

The Title IX Coordinator or his/her designee shall consider the merits of an appeal only on the basis of the three (3) grounds for appeal identified above and any supporting information provided in the written request for appeal and the record of the original hearing. The Title IX Coordinator or his/her designee can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal. If the appeal is based on procedures not having been followed in a material manner, the Title IX Coordinator or his/her designee can ask that a new hearing occur before a newly appointed Investigator. In the case of new and relevant information, the Title IX Coordinator or his/her designee can recommend that the case be returned to the original Investigator to assess the weight and effect of the new information and render a determination after considering the new facts.

Typically, the Title IX Coordinator or his/her designee will communicate the result of the appeal to the faculty or staff member requesting the appeal within ten (10) business days from the date of the submission of all appeal documents by both parties, but the time may be longer or shorter depending on the nature of the case. Appeal decisions are final.

#### **REPORTING TO LOCAL LAW ENFORCEMENT**

The University process and the criminal justice process are separate and independent courses of action. A Complainant who wishes to pursue a criminal complaint is encouraged to make a report to local law enforcement. Incidents occurring on campus are within the jurisdiction of the Radnor Township Police Department. Actions occurring off campus are within the jurisdiction of one of several surrounding townships. If the Complainant does not know in which township the incident occurred, the Complainant should contact Public Safety or 911 for assistance. Upon request, the Title IX Coordinator or their designee will appoint a representative or someone the Complainant chooses, will accompany a Complainant to the local police department and assist a Complainant in making a criminal report. Notifying local law enforcement will generally result in the Complainant and in some cases the Respondent, being contacted by a police officer. The police will determine if a criminal investigation will occur and if the case will be referred for prosecution. Unless there are compelling circumstances (i.e., Complainant is under 18, or risk of immediate danger), the University will typically not file an independent police report without the consent of the Complainant.

#### **Other Potential Code of Student Conduct Violations**

Consistent with the University's Mission and belief that all members have an obligation to promote and protect the health, safety, and welfare of our community, the University strongly encourages all individuals to report any incident of sexual misconduct, sexual violence or sexual harassment so that those affected can receive support and resources. A student who reports such misconduct, either as a Complainant or a third party witness, will not be subject to disciplinary action for his/her own personal consumption of alcohol or other drugs in violation of the University's policies as described in the Code of

Student Conduct. The University may, however, initiate an educational discussion about the use of alcohol or drugs and their impact or pursue other educational remedies.

## Complaints

Any Cabrini University student, faculty, or staff member who has reasonable cause to believe that a student has violated this Policy, or who believes that she or he has been subjected to retaliation for having brought or supported a complaint of sexual violence against a student, is encouraged to bring that information to the immediate attention of the Dean of Students or the Title IX Coordinator. Contact information for the Dean of Students and the Title IX Coordinator can be found in Appendix C. A complaint may be brought verbally or in writing, and will ultimately need to be recorded in written form by the Complainant or a member of the staff involved with the investigation.

### 9. Statement of the Rights of the Complainant

- A Complainant may have their University support person present to serve as their advisor during the investigative hearing process. If the University support person is not utilized, the Complainant may select an alternative advisor of their choice. This person will act as a support person or advisor but will not represent the Complainant.
- A Complainant will be afforded similar and timely access to any information that will be used during the investigative hearing process.
- A Complainant will be given periodic status updates throughout the process, which generally takes sixty (60) calendar days following receipt of an incident report.
- A Complainant will have equal opportunity to present relevant witnesses and other information during the investigative hearing process.
- A Complainant will never be questioned directly by or be in the presence of the Respondent during the investigative hearing process.
- A Complainant may submit a list of questions related to the alleged incident to the Investigator that they feel the Respondent should be asked during the investigative hearing process. The Investigator may use their discretion in evaluating the relevancy of the questions submitted and may choose to reframe or omit them as necessary.
- A Complainant may not have their irrelevant past conduct, including sexual history, discussed during the investigative hearing process.
- A Complainant has the right to know the outcome of the investigative hearing process.
- A Complainant has the right to appeal the outcome of the investigative hearing process.
- A Complainant has the right to be treated with respect during the investigative hearing process.
- A Complainant has the right to be notified of available counseling, mental health, medical, or student services for victims of sexual assault or gender-based misconduct both on campus and in the community.
- A Complainant has the right to preservation of privacy, to the extent possible and allowed by law.

### 10. Statement of the Rights of the Respondent

- A Respondent may have their University support person present to serve as their advisor during the investigative and investigative hearing process. If the University support person is not utilized,

the Respondent may select an alternative advisor of their choice. This person will act as a support person or advisor but will not represent the Respondent.

- A Respondent will be afforded similar and timely access to any information that will be used during the investigative hearing process.
- A Respondent will be given periodic status updates throughout the investigative hearing process, which generally takes sixty (60) calendar days following receipt of an incident report.
- A Respondent will have equal opportunity to present relevant witnesses and other information during the investigative hearing process.
- A Respondent will never be questioned directly by or be in the presence of the Complainant during the investigative hearing process.
- A Respondent may submit a list of questions related to the alleged incident to the Investigator that they feel the Complainant should be asked during the investigative hearing process. The Investigator may use their discretion in evaluating the relevancy of the questions submitted and may choose to reframe or omit them as necessary.
- A Respondent may not have their irrelevant past conduct, including sexual history, discussed during the investigative hearing process.
- A Respondent has the right to know the outcome of the investigative hearing process.
- A Respondent has the right to appeal the outcome of the investigative hearing process.
- A Respondent has the right to be treated with respect during the investigative hearing process.
- A Respondent has the right to be informed of and have access to campus resources for medical, counseling, and advisory services.
- A Respondent has the right to preservation of privacy, to the extent possible and allowed by law.

## **ON-CAMPUS RESOURCES**

Health Services

Founders Hall, Room 89

610-902-8400

healthservices@cabrini.edu

**Counseling and Psychological Services (CaPS):** 610-902-8766

Short-term and crisis counseling is available for students who have been sexually assaulted or have had an upsetting sexual encounter. These services are confidential, except in the limited circumstances described herein. Mental health professionals are required to report to law enforcement authorities the sexual assault of a person under the age of 18, or where there is risk of immediate danger to self, others, or property. Consequently, in some limited circumstances, providers may not be able – legally or ethically – to maintain confidentiality.

**Campus Ministry:** 610-902-8225 or 610-902-8438

The Campus Ministry staff is available to provide supportive counseling of all kinds.

**Employee Assistance Program (for staff and faculty): 800-382-2377**

The University's Employee Assistance Plan provides confidential counseling and referral services to reduce stress and improve the quality of life for employees. The EAP provides confidential assessment and referral services, and short-term counseling. The services of the EAP are free to employees, up to the limits of the plan. All assistance is confidential; no one at Cabrini University will know that an employee has used the EAP.

**Public Safety: 610-902-8245**

Public Safety encourages any student, faculty, or staff member who has been sexually assaulted to report this incident to their office. From a safety and investigatory standpoint, the sooner a sexual assault is reported, the better; even so, the department strongly encourages the reporting of sexual assaults. Public Safety can help attend to the victim's immediate needs. A request for assistance does not obligate students who have been assaulted to make a report to Public Safety.

**OFF-CAMPUS RESOURCES****Bryn Mawr Hospital: 484-337-3000**

Individuals preferring to seek treatment off-campus may receive care at Bryn Mawr Hospital. The hospital staff offers medical treatment and can collect physical evidence. There may be a Sexual Assault Nurse Examiner available, but this is not guaranteed.

**Delaware County Woman Against Rape (WAR)**

610-566-4342 (24-hour hotline)

[www.delcowar.org](http://www.delcowar.org)

**Women Organized Against Rape (WOAR)**

One Penn Center

1617 JFK Boulevard, Suite 1100

Philadelphia, PA 19103

24-Hour Hotline: 215-985-3333

Philadelphia Domestic Violence Hotline – 866-723-3014

Laurel House (Montgomery County) – Domestic Violence Hotline – 800-642-3150

National Domestic Violence Hotline – 800-799-7233 (SAFE)

National Sexual Assault Hotline – 800-656-4673 (HOPE)

### Interim Measures to Protect Safety and Well-Being

Following a report of sexual violence or sexual harassment, the University will provide interim support and reasonable protection against further acts of violence, harassment, or retaliation as needed, as well as provide services and resources to provide a safe educational and employment environment. For a listing of services and resources, see Appendix A.

Individuals seeking such assistance should speak with the Dean of Students, or Title IX Coordinator. The University will maintain consistent contact with the parties to ensure that all safety, emotional, and physical well-being concerns are being addressed.

The University will determine the necessity and scope of any interim measures pending the completion of the complaint process. Even when a Complainant or Respondent does not specifically request that protective action be taken, the University may still choose to impose interim measures at its discretion to ensure the safety of any individual, the broader University community, or the integrity of the review process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take prompt responsive action to enforce a previously implemented interim measure.

The University may impose any remedy that can be tailored to achieve the goals of this Policy, even if not specifically listed here. The range of interim measures includes:

1. **No Contact Order:** The Complainant or Respondent may request, or the University may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in person, telephone, electronic or third party communications.

An individual may also seek a protection/anti-harassment order from the local court of the Commonwealth of Pennsylvania. This is a civil proceeding independent of the University. If a court order is issued the University will, to the extent possible, assist the protected person in benefitting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order.

2. **Escort:** The University may provide an escort to a Complainant to ensure safe movement between classes and activities.
3. **Academic, Employment or Living Arrangements:** A Complainant or Respondent may request a change in his/her own academic, employment, or living arrangements after a report of sexual violence or sexual harassment by speaking with the Dean of Students, or the Title IX Coordinator. A request for an employment change in the case of sexual harassment where the Respondent is an employee may also be directed to the Title IX Coordinator. Upon request the University will inform the Complainant or Respondent of the options and will accommodate the request if those changes are reasonably available. In some cases the University may initiate these changes without a request. These may include a change in class or work schedule, a change in living accommodations, academic accommodations, and/or a voluntary leave of absence.

## Title IX Notice

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. Under the University Sexual Violence and Sexual Harassment Policy, the University prohibits sexual harassment, sexual assault, sexual exploitation, stalking and retaliation. Title IX and the University’s Policy also applies to acts of intimate partner violence. As a recipient of federal funds, Cabrini University complies with Title IX and has appointed Susan Rohanna, Director of Human Resources, as its Title IX Coordinator with overall responsibility for Title IX compliance. Susan can be reached in Room 160 Grace Hall, (610) 902-8206 or [susan.rohanna@cabrini.edu](mailto:susan.rohanna@cabrini.edu).

Any student, employee or applicant for employment or admission to the University, who believes that he or she has been discriminated against on the basis of sex, in violation of Title IX, or has been a complainant of sexual violence or sexual harassment, may file a complaint with the Title IX Coordinator or Deputy Coordinators designated below. The Title IX Coordinator or Deputy Coordinators will assist the Complainant in identifying the appropriate University policy (with its grievance procedure) to resolve the complaint in a prompt and equitable manner. The Title IX Coordinator or Deputy Coordinators may consult with other Cabrini administrators, as needed, to resolve the complaint in the most effective manner.

The Title IX Coordinator is supported by several Deputy Title IX Coordinators, all of whom are knowledgeable and trained in state and federal laws that apply to matters of sexual assault, sexual harassment or other sexual misconduct, as well as University policy and procedure.

Susan Rohanna | Title IX Coordinator  
 Director of Human Resources  
 Room 160, Grace Hall / (610) 902-8206/ [susan.rohanna@cabrini.edu](mailto:susan.rohanna@cabrini.edu)

Stephen Rupprecht | Deputy Title IX Coordinator  
 Dean of Students  
 Grace Hall 1<sup>st</sup> Floor/ (610) 902-8417/ [Stephen.rupprecht@cabrini.edu](mailto:Stephen.rupprecht@cabrini.edu)

Jacqueline Neary | Deputy Title IX Coordinator  
 Student Athlete Wellness Coordinator and Senior Women’s Administrator  
 Dixon Athletic Center / (610) 225-3908 / [jackie.neary@cabrini.edu](mailto:jackie.neary@cabrini.edu)

**Sexual Harassment by an Employee:**  
**(not sexual violence)**

Susan Rohanna (Coordinator)  
 Director of Human Resources  
 Grace Hall, 1<sup>st</sup> Floor  
 (610) 902-8206  
[Susan.rohanna@cabrini.edu](mailto:Susan.rohanna@cabrini.edu)

**Sexual Harassment by a Student:  
(not sexual violence)**

Stephen Rupprecht (Deputy)  
Dean of Students  
Grace Hall, 1<sup>st</sup> Floor  
(610) 902-8417  
[stephen.rupprecht@cabrini.edu](mailto:stephen.rupprecht@cabrini.edu)

**Sexual Violence by a Student:**

Stephen Rupprecht (Deputy)  
Dean of Students  
Grace Hall, 1<sup>st</sup> Floor  
(610) 902-8417  
[Stephen.rupprecht@cabrini.edu](mailto:Stephen.rupprecht@cabrini.edu)

**Sexual Violence by an Employee:**

Susan Rohanna (Coordinator)  
Director of Human Resources  
Grace Hall, 1<sup>st</sup> Floor  
(610) 902-8206  
[Susan.rohanna@cabrini.edu](mailto:Susan.rohanna@cabrini.edu)

**Gender Equity in Athletics:**

Jacqueline Neary (Deputy)  
Student Athlete Wellness Coordinator/  
Senior Women’s Administrator  
Dixon Athletic Center  
(610) 225-3908  
[Jn772@cabrini.edu](mailto:Jn772@cabrini.edu)

**Other Forms of Discrimination  
Against a Student:**

Susan Rohanna (Coordinator)  
Director of Human Resources  
Grace Hall, 1<sup>st</sup> Floor  
(610) 902-8206  
[Susan.rohanna@cabrini.edu](mailto:Susan.rohanna@cabrini.edu)

**Other Forms of Discrimination  
Against an Employee:**

Susan Rohanna (Coordinator)  
Director of Human Resources  
Grace Hall, 1<sup>st</sup> Floor  
(610) 902-8206  
[Susan.rohanna@cabrini.edu](mailto:Susan.rohanna@cabrini.edu)

**Notice of Non-Discrimination**

The University seeks to provide all Cabrini community members with a safe and non-discriminatory environment free from harassment. The University does not discriminate on the basis of personal characteristics such as race, color, national origin, religion, gender, sexual orientation, gender identity, age, veteran status, disability, or any other basis protected by federal or state law. For the University’s general Non-Discrimination Policy, [click here](#).

The University does not discriminate on the basis of sex in its education programs and activities or in the context of employment. Sexual harassment, including sexual violence as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX requires that No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, and other applicable statutes.

**PREVENTION AND EDUCATION EFFORTS**

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Cabrini University is committed to the prevention of sexual misconduct and sexual harassment through education and awareness. Throughout the year, programs designed to promote sexual misconduct awareness and prevention are presented by a variety of campus resources including New Student Orientation, New Employee Orientation, Health Services, peer educators and other Cabrini students, and Public Safety. Additionally the University provides on-line and in-person training for faculty and staff. The University also promotes participation of student groups in prevention activities, through training provided in Residence Life, Athletics, Dean of Students, among others. Prevention programs stress the added risks involved when the use of alcohol and/or illegal drugs is present. Incoming first year students, as part of their orientation, attend programs that cover the topic of sexual violence given by the Dean of Students, Public Safety and the Office of Residence Life. Flyers about sexual misconduct and sexual harassment are posted in residence halls. The educational programs review strategies for prevention and inform faculty, staff and students of options and resources available should such misconduct or harassment occur.

Incoming first-year students, as part of their orientation, attend programs that cover the topic of sexual violence given by the Dean of Students, the Department of Public Safety, and the Department of Residence Life. Flyers about sexual misconduct and sexual harassment are posted in residence halls. The educational programs review strategies for prevention and inform faculty, staff and students of options and resources available should such misconduct or harassment occur.

**Primary Prevention Programs**

During 2017, the following primary prevention programs and activities were presented throughout the fall semester:

- “Behind Closed Doors” skits for RAs: September 2017
- CSA training for varsity athletes and coaches: September 2017
- “Alcohol-Wise” online training for incoming freshmen: August-Sept., 20167
- “Real Talk” Sexual Violence Prevention Training for Men: August 2017
- “Real Talk” Sexual Violence Prevention Training for Women: August 2017
- RAD – Rape, Aggression Defense Training December 2017

**Ongoing Prevention and Awareness Programs**

During 2017, the following ongoing prevention and awareness programs and activities were presented:

- Sexual Misconduct & Bystander Intervention: May – December

- |   |                      |
|---|----------------------|
| • Alcohol, Sexual Assault, & Social Media | May – December       |
| • Self-Defense Workshop:                  | October 2017         |
| • Domestic Violence Symposium:            | October 201          |
| • Domestic Violence Awareness Workshops   | April & October 2017 |

## RISK REDUCTION

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With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)).

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you, and charged, and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you're walking alone.
9. When going to a social gathering, go out in a group. Arrive together and leave together.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call.
12. Don't accept drinks from people you don't know or trust.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place, immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests.
15. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- a. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - b. Remember that being in this situation isn't your fault.
  - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Are there people around who might be able to help you? Is there an emergency phone nearby?

## **BYSTANDER INTERVENTION - HOW TO BE AN ACTIVE BYSTANDER**

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Bystanders play a critical role in the prevention of sexual and relationship violence. They are *"individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."* We want to promote a culture of community accountability at Cabrini University where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
  2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
  3. Speak up when someone discusses plans to take sexual advantage of another person.
  4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
  5. Refer people to the on or off campus resources listed in this report for support in health counseling or with legal assistance.
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## SEX OFFENDER REGISTRY

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The federal Campus Sex Crimes Prevention Act (Public Law No. 106-386 §1601), which went into effect on October 28, 2000, requires each state to provide information regarding registered sex offenders to the local law enforcement agency with jurisdiction where an institution of higher education is located. The law also requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. Under Pennsylvania's Megan's Law, 42 Pa.C.S.9799.1, information regarding registered sex offenders may be obtained at <http://www.pameganslaw.state.pa.us/>

## EMERGENCY NOTIFICATION SYSTEM/TIMELY WARNINGS

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(See also Emergency Notification System sign up at [www.cabrini.edu/TXT](http://www.cabrini.edu/TXT), and policy for Issuing “Timely Warnings” to the Campus Community at [www.cabrini.edu/PublicSafety](http://www.cabrini.edu/PublicSafety).)

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on campus, the University will employ its emergency notification system.

Once the Department of Public Safety determines that there is a significant emergency or dangerous situation involving an immediate threat, the Director of Public Safety, conferring with the Dean of Students, shall notify the campus community without delay. Where appropriate, the Dean of Students and the Director of Public Safety will determine the segment(s) of the University to receive a notification. The Dean of Students and the Director of Public Safety will, following the confirmation of the emergency, then determine what the notification shall contain and initiate the notification, unless the Director of Public Safety determines that to do so would compromise the safety of the victim and/or ongoing law enforcement efforts.

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, constitutes an ongoing or continuing threat to the campus community, a campus wide “timely warning” will be issued without delay. A timely warning alerts the campus to certain Clery Act crimes and aids in the prevention of crime. The timely warning will also be issued through the University notification system called *e2Campus*, which is described below. In such instances, timely warnings disseminated through the University e-mail system and/or posted to the website will describe the nature of the event, and/or a copy of the notice will be posted in each residence hall, or on the front door of each apartment or other buildings which may be affected by the particular criminal threat.

The *e2Campus* system, which is an opt-in system requiring users to register/log in, uses text messaging and email to alert students, faculty and staff to potentially dangerous situations. In the event of such an emergency, the University will issue such emergency notifications and/or, when appropriate, timely warnings to students, faculty and staff about emergency situations or crimes occurring on or proximate to the campus when those crimes are determined to represent a potential threat to their safety and if self-protective actions should be taken, regardless of whether or not the alleged victim and/or perpetrators are members of the Cabrini community.

Generally, *e2Campus* and other communications, including any verbal announcements/notifications, will direct recipients to the University’s e-mail system or website for additional information and/or updates. Although participation is voluntary, successful implementation and maximum effectiveness rely on

campus-wide participation. **We strongly urge all students, faculty and staff to sign up to receive emergency notifications.** To register or update your information with *e2Campus*, please go to [www.cabrini.edu/TXT](http://www.cabrini.edu/TXT). You will be required to have your cell phone in hand when you register. Follow the instructions, choose an opt-out date, and then validate your account after you receive your text number validation on your cell phone.

The emergency notification system is tested annually on an announced basis.

## EMERGENCY OPERATIONS PLAN

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The Cabrini University Emergency Operations Plan (EOP) is available on the University website at [www.cabrini.edu/PublicSafety](http://www.cabrini.edu/PublicSafety). The EOP serves as a guideline for University personnel when planning for, responding to, and recovering from any disaster or emergency situation that could or does affect the University. The EOP sets forth an operational structure and outlines basic operational procedures that direct those individuals and departments that may be called upon to assist in an emergency response. The EOP is applicable to any man-made and natural disaster, including, but not limited to floods, hurricanes, earthquakes, power failures, hazardous material releases, civil disturbances, and active shooter situations.

Due to the unpredictable nature of emergencies, the EOP is organized according to *general* detection, notification, and response guidelines. There are sections of the Plan containing specific response strategies – or Incident Specific Emergency Plans – pertinent to specific kinds of emergencies where appropriate. It is recognized that no plan can cover all contingencies. Therefore, the Emergency Response Officer (the Director of Public Safety or other person as designated by the University President) and members of the Emergency Response Team – the President, Vice President for Finance, Vice President for Student Life, Vice President for Academic Affairs, Vice President for Marketing and Communications, Director of Facilities, Director of Residence Life, Director of Public Safety – possess authority to employ strategies not specified in the EOP commensurate with their responsibility to protect life and property. The maintenance of resource information in the Plan is the responsibility of the Director of Public Safety and is verified on an annual basis.

The Emergency Response Officer or an Emergency Response Team member shall direct the immediate response of emergency assistance (e.g., Police, Fire, Ambulance) based on the circumstances of the emergency; direct the deployment of all appropriate University resources (e.g., Facilities, Student Life); and evaluate the need for additional outside assistance from private and governmental entities based on the circumstances of the emergency conditions (e.g., housing, transportation, environmental hazard, etc.).

The Cabrini University EOP follows the Incident Command System model according to FEMA guidelines for institutions of higher education, enabling a coordinated response and unity of command in the event of a critical incident on campus.

## ALCOHOL AND DRUG POLICIES

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(See Policies & Procedures regarding alcohol and drugs on the Department of Public Safety webpage at [www.cabrini.edu/PublicSafety](http://www.cabrini.edu/PublicSafety)). The Clery Act requires institutions of higher education to annually report the number of arrests and the number of persons referred for disciplinary action for drug, weapons, and

liquor law violations. Annually, the University provides these statistics to the U.S. Department of Education and the Pennsylvania State Police.

## **ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

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### **Alcoholic Beverages**

The legal drinking age in Pennsylvania is 21. In accordance with Pennsylvania law, it is both illegal and a violation of the Community Standards for students and their guests under the age of 21 to possess or consume alcoholic beverages on Cabrini's campus. Underage students are prohibited from having alcoholic beverages in their rooms, and legal-aged students are prohibited from furnishing alcoholic beverages to minors.

The University permits legal-aged students and their legal-aged guests to possess and consume alcoholic beverages, in moderation, but only in those residential hall rooms where all residents are 21 years old or older (State legal age). All students are prohibited from consuming alcoholic beverages in public areas on campus. The University considers violations of the alcohol policy and intoxication, and disorderly or offensive behavior resulting from the use of alcoholic beverages, to be violations of the Community Standards and subject to disciplinary action and parental notification in addition to possible criminal charges.

### **Alcohol and Your Health**

According to the Centers for Disease Control and Prevention, alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

### **Short-Term Health Risks**

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or [fetal alcohol spectrum disorders \(FASDs\)](#) among pregnant women.

### **Long-Term Health Risks**

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.

- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism

### **Illegal Drugs**

Under state and federal laws, the possession, use or sale of narcotics or unauthorized drugs is illegal. Such actions also violate the Community Standards. The University abides by and enforces all federal and state laws on the possession, use and sale of narcotics and other unauthorized drugs. Persons involved in this type of activity on campus are subject to disciplinary action and parental notification, in addition to possible criminal charges. Drugs and drug paraphernalia found in residence hall rooms or other campus locations are turned over to the proper authorities and, as warranted, the person is turned over to the proper authorities as well. The University will not shield students from possible legal consequences of drug possession, sale or use.

### **Health Effects of Drug Abuse**

Information on the effects of the most commonly abused drugs is available from the National Institute on Drug Abuse at <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects>

### **Drug-Free Schools and Communities Act**

Cabrini University complies with the Drug-Free Schools and Communities Act and Education Department General Administrative Regulations Part 86 (the Drug-Free Schools and Campuses Regulations) by enforcing policies which include sanctions for illegal alcohol and other drug use and by providing students and employees with information and services to understand those policies. Cabrini's Community Standards for Student Conduct ([www.cabrini.edu/Handbook](http://www.cabrini.edu/Handbook)) sets forth standards of conduct clearly prohibiting the unlawful possession, use, or distribution of alcohol or illegal drugs on the campus.

The Community Standards clearly states that sanctions apply to student acts committed while under the influence of alcohol or illegal drugs, such as public disturbances, endangerment to self or others, or property damage.

## **WEAPONS POLICY**

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The Clery Act requires that the University annually report the number of incidents involving the possession of weapons. Possessing, entering with or using any firearm, ammunition, replica of a weapon, martial arts equipment, explosives, fireworks, gas/air pellet or BB guns in any University building or on the campus, including in motor vehicles, is strictly prohibited. This prohibition assists in reducing the probability of violence and injury to the members of the University community.

## **HATE CRIMES**

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Any Clery Act crime, any crime involving bodily injury, and any larceny/theft, simple assault, intimidation, destruction, damage or vandalism of property in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity/national origin or disability of the victim, is considered a "hate crime" and is included in the Annual Security Report. Any questions or concerns regarding prohibited harassment in the University community should be directed to the Department of Public Safety or other CSAs.

The Commonwealth of Pennsylvania also considers certain crimes to be more serious when motivated by hatred or malice based on race, color, religion or national origin of another group. These underlying offenses include, but are not limited to, crimes against persons such as harassment, terroristic threats, and assaults.

Victims should immediately report any such activities or crimes to the Department of Public Safety and/or Radnor Police.

### **MISSING STUDENT NOTIFICATION POLICY**

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If a member of the Cabrini University community has reason to believe that a resident student is missing, s/he should immediately notify the Department of Public Safety at 610-902-8245 or notify a CSA. [For purposes of this section only, the term “resident” shall refer to a student who resides in on-campus student housing.] If a CSA is notified, the CSA shall immediately notify the Department of Public Safety. Upon notification, the Department of Public Safety will inform the Dean of Students that a resident has been reported as missing and will immediately undertake an investigation to locate the resident. If the resident is not located within 24 hours of the initial report, Radnor Police will be notified by the Department of Public Safety. The Dean of Students shall remain informed by the Department of Public Safety of the developments in and outcome of the investigation.

If the Department of Public Safety or Radnor Police determines that a resident student is missing, the Department of Public Safety shall inform the Dean of Students who will then notify the resident’s confidential contact person that s/he has been missing within 24 hours of that determination. The Dean of Students will also notify the Vice President for Student Life. If the missing resident is under the age of 18 and is not an emancipated individual, the Dean of Students will notify the resident’s parent or legal guardian immediately after the Department of Public Safety has determined that the resident has been missing for more than 24 hours. Unless Radnor Police made the determination that the resident was missing, the Department of Public Safety shall inform Radnor Police that the resident has been determined to be missing within 24 hours of its determination.

If the Department of Public Safety determines that the resident is NOT missing, it will so inform the Dean of Students who will then request a meeting with the resident upon his/her return to campus to discuss the importance of informing roommates, friends and/or family members of any departure from campus that will exceed 24 hours.

All students, resident or not, are responsible for ensuring that the emergency contact information on file with the Registrar’s Office and the Department of Residence Life is accurate and current. In addition to collecting emergency contact information, each student has the option to name a contact person(s) who shall also be notified if a resident is determined missing. The confidential contact information is confidential and may only be disclosed to law enforcement personnel who are involved in the missing person investigation. Should the student decide not to declare a separate missing resident student notification form, information contained on the emergency contact form will be used.

### **STUDENT AND STAFF RESPONSIBILITY**

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The cooperation and involvement of all members of the Cabrini community in an overall program of campus safety is a necessary prerequisite for success. For example, students and staff who see unfamiliar

or unauthorized persons, or persons acting in a suspicious manner on campus should report them at once to the Department of Public Safety. By learning and practicing basic safety and security precautions, each individual will help make Cabrini University a safer place to live, work and to learn.

Residents and staff should always lock their room and office doors when the room is unoccupied – even for a minute – and at night. The serial numbers of valuable items such as small electronic devices should be kept in a safe place. By working hand-in-hand with the Department of Public Safety, staff and students may positively influence the security of the campus.

The Department of Public Safety is also responsible for the enforcement of all campus parking rules and regulations. Therefore, all student vehicles must be registered at <https://cabrini.thepermitstore.com>. All faculty and staff must register their vehicles with the Department of Public Safety. Locking your vehicle will assist in deterring thefts.

## **PUBLIC SAFETY SUMMARY**

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Criminal actions, dangerous activities, suspicious behavior, and emergencies should be reported immediately to the Department of Public Safety at **610-902-8245**. Public Safety Officers are on duty every day, 24 hours a day. Please program the Department of Public Safety emergency phone number into your cell phone.

Emergency telephones are located at the entrance to every residence hall and most campus buildings. You will also see emergency blue-light telephones throughout the campus.

Members of the Cabrini University community must assume responsibility for their own personal safety and the security of their personal property.

- Never take personal safety for granted.
- Trust your instincts. If something doesn't feel right, it probably isn't.
- If you *SEE* something, *SAY* something.
- Travel in groups and use well-lit routes.
- Carry only small amounts of cash.
- Use common sense and good judgment when traveling off campus.
- Always lock the door to your residence hall/house room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- Never let strangers into the residence halls, apartment buildings or houses.
- Be mindful of what you place on the Internet.
- Inventory your personal property and insure it appropriately with a private insurance carrier.

Additional details about specific crime statistics are available from the Director of Public Safety by calling 610-902-8245. Cabrini's crime statistics are also published by the United States Department of Education at <http://ope.ed.gov/security/>.

The information in this Report has been compiled in compliance with the College and University Information Act (Act 73) of the Commonwealth of Pennsylvania. No warranty, guarantee or representation is made by Cabrini University as to the absolute security and safety of the campus. The

University reserves the right to change these policies, but will alert enrolled students and current employees of any changes. Please refer to the Community Standards for Student Conduct and the Department of Public Safety website for further details on policies and procedures.

## AVAILABILITY OF THE ANNUAL SECURITY REPORT

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The University's Annual Security Report is available online at ([www.cabrini.edu/AnnualSecurityReport](http://www.cabrini.edu/AnnualSecurityReport)). The University will provide a paper copy of the report upon request to currently enrolled or prospective students and current or prospective employees of the University.

## LOCATION AND GEOGRAPHIC DEFINITIONS

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The Clery Act requires that statistics be disclosed for reported Clery crimes that occur (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that are owned or controlled by Cabrini University. The following Clery Act-specific definitions are for these geographic categories.

**Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

**Residence Facilities:** On campus residence halls or other residential facilities for students. This means a student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Non-campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, parking facilities, and forested areas (i.e., woods, parks) that is within the campus or immediately adjacent to and accessible from the campus.

**Off-Campus Locations:** Cabrini University does not have any off-campus locations used by student organizations that are recognized by the University.

## IMPORTANT CAMPUS PHONE NUMBERS

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Public Safety:	610-902-8245
Residence Life:	610-902-8410
Student Engagement and Leadership (SEaL):	610-902-8755
Facilities:	610-902-8242

**CRIME STATISTICS**

**Cabrini University Crime Statistics for Calendar Years 2015, 2016, 2017**

This chart includes offenses that were reported to the Cabrini University Department of Public Safety, local law enforcement agencies and to any official of Cabrini University who has significant responsibilities for student and campus activities. Those offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Offense Type	On Campus			Student Housing – subset of On Campus			Non-Campus Building or Property			Public Property			TOTAL		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	2	1	0	2	1	0	0	0	0	0	0	0	2	1	0
Fondling	1	3	4	0	3	4	0	0	0	0	0	0	1	3	4
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	11	1	1	10	1	1	0	0	0	1	0	0	11	1	1
Arson	1	0	3	0	0	3	0	0	0	0	0	0	1	0	3
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Domestic Violence	0	2	0	0	2	0	0	0	0	0	0	0	0	2	0
Dating Violence	0	7	4	0	4	4	0	1	0	0	0	0	0	7	4
Stalking	0	2	1	0	2	1	0	0	0	0	0	0	0	2	1

**NOTES: - Arson**  
 2015: Fire outside building in trash can  
 2017: 3 fires set in bathroom trash cans in East Residence Hall, 3S wing

**Hate Crimes**  
 2015: 0 incidents  
 2016: 0 incidents  
 2017: 3 incidents of racial slurs written on dorm room doors

**Unfounded Reports**  
 2015: 0 incidents  
 2016: 0 incidents  
 2017: 0 incidents

Offense Type (includes attempts)	On Campus			Student Housing – subset of On Campus			Non-Campus Building or Property			Public Property			TOTAL		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
<b>Liquor Law Violations</b>															
Arrests	4	0	1	2	0	1	0	0	0	2	0	0	4	0	1
Referrals	56	124	152	56	124	152	0	0	0	0	0	0	56	124	152
<b>Drug Law Violations</b>															
Arrests	2	3	5	2	3	5	0	0	0	0	0	0	2	3	5
Referrals	54	45	18	54	45	18	0	0	0	0	0	0	54	45	18
<b>Weapons Law Violations</b>															
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0

## Fire Safety Report

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. An on-campus student housing facility is a dormitory or other residential facility for students located on an institution's campus. Cabrini University has twelve (12) on-campus student housing facilities. Cabrini University has prepared this report, which includes required information about student housing fire safety systems, fire evacuation drills, fire safety policies, and education and training programs. The chart at the end of this report indicates fire events that occurred in two of our eleven halls/houses during the past three calendar years.

### ON CAMPUS HOUSING FIRE SAFETY EQUIPMENT

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All residence halls are equipped with sprinkler systems, and all residence halls and houses are equipped with fire alarms, fire extinguishers, and fire/smoke detectors. Fire alarm systems are monitored 24 hours a day, 365 days a year by a certified central station fire alarm monitoring company. When an alarm is activated on campus, the central station dispatcher immediately contacts the Department of Public Safety. Public Safety Officers are immediately dispatched to the activation location. Public Safety Officers have two-way radio communications with the Department of Public Safety Communications Center, and can advise the dispatcher if fire department response is warranted. The Department of Public Safety dispatcher then calls 9-1-1 to request fire department response as needed.

Tampering with fire safety equipment or setting off a false alarm is illegal. It also makes the alarm system ineffective and endangers the lives of other persons living in the residence halls/houses. Any person who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors, or exit signs, or in any other manner interferes with or otherwise hampers the effectiveness of the fire safety system, is subject to severe disciplinary action, including dismissal from the residence halls/houses, possible suspension or expulsion from the University, and/or criminal prosecution. If a smoke detector is detached from the wall for any reason, it is the responsibility of the person residing in that room to report it immediately. If not reported, all residents will be held responsible for tampering with fire safety equipment and will be disciplined and/or fined.

Inspection, testing, and maintenance programs for fire sprinkler, fire/smoke detection, and fire alarm systems are performed and recorded on an annual basis in accordance with National Fire Protection Association (NFPA) 72, National Fire Alarm Code and with NFPA 13 and 13A. Training and competency of state certified personnel responsible for the routine inspection, testing and maintenance of fire sprinkler systems, fire/smoke detectors, and alarm systems is handled by the certified contractors hired to perform these inspections. Fire extinguishers are checked each month by Public Safety Officers and inspected annually by our contractor in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Newly constructed residential facilities on the campus as well as those that undergo reconstruction, as defined by the building code of Pennsylvania, have sprinkler systems and complete fire and smoke detection and alarm systems.

## **SUPERVISED FIRE DRILLS**

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Unscheduled fire and evacuation drills are conducted in all residence halls/houses and academic buildings during the spring and fall semesters of each academic year in compliance with the section 408.2 of the PA State Fire Code. The drills are conducted and supervised by the Department of Public Safety and the Department of Residence Life staff. Drills are documented and problems are addressed. Students must participate in the fire drills, and it is a violation of the University's Community Standards not to evacuate during a drill.

Drills were conducted in all residence halls and houses in March 2017 and drills for all academic buildings were in September 2017.

## **EVACUATION POLICY AND PROCEDURES**

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The purpose of evacuation drills is to prepare occupants for an actual, organized evacuation in case of fire or other emergency. Occupants of a residence hall and their guests must immediately evacuate the building upon the sounding of a fire alarm, regardless of its nature (drill, false alarm or actual alert), and follow the directions of University officials during the evacuation. During a drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In the event of an actual fire, notify a Residence Life staff member or Department of Public Safety personnel immediately. The Department of Public Safety will call 9-1-1 for fire department assistance.

Fire alarm pull-stations alert residents only – they do not notify the Radnor Fire Department. At the sound of the alarm, each resident should immediately leave by the nearest fire exit and proceed directly to their assembly location. When possible, students are encouraged to pick up coats and shoes as they exit the building and to close room windows and doors.

The Residence Life staff (RAs) living in each residence hall or house assist with accounting for residents outside the building during the evacuation process. Residents are instructed on the location of the assembly area for their hall/house by the RAs. Residents and RAs are not permitted to re-enter the building until the "all clear" is given by an on-scene Public Safety Officer. Should the situation prohibit a timely re-entry into the affected building, evacuated residents will be temporarily relocated to another campus building.

Evacuation route placards are posted on the back of the door of each residence hall/house room. Residents should become familiar with multiple evacuation routes out of their building and should leave using the nearest safe exit. Elevators are not to be used during a fire alarm evacuation of any building.

RAs and residents are to assist individuals with disabilities. If someone cannot be evacuated due to an injury or disability, notify the first Public Safety Officer or RA encountered as you are leaving the building.

Residents are not expected to fight fires and are encouraged not to use fire extinguishers unless designated and trained. Individuals designated and trained by the University in the proper use of extinguishers may use a portable fire extinguisher to fight a small fire where there is little risk of harm from smoke, heat or flames.

Students, faculty and staff are encouraged to immediately report all campus fires to the Department of Public Safety.

## FIRE SAFETY VIOLATIONS AND PROHIBITIONS

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The *Cabrini University Student Handbook*, Residence Life section, contains information on residence hall policies. The Student Handbook is located on the University web page under Student Life. RAs conduct periodic health and safety inspections of residence hall rooms during each semester. Listed below are fire safety guidelines and prohibitions.

- Hanging any items from or attaching any items to ceilings or other horizontal surfaces above the head is prohibited.
- Hanging any items from or draping any items over electrical outlets, smoke detectors, lamps, or other items with the potential to ignite the item through excessive heat exposure is prohibited.
- Hanging any items from sprinkler pipes or within 18" of any sprinkler head is prohibited.
- Electrical outlets and extension cords may not be overloaded.
- Only UL-approved and rated electrical extension cords may be used on campus. The rating must be visible and legible on the cord. Total combined voltage of all appliances on the cord may not exceed the UL rating for that cord. Cords without the UL label, or those carrying total wattage in excess of the cord's rating will be disconnected, confiscated and discarded. High power drawing appliances (irons, hair dryers, televisions, refrigerators) should be plugged directly into electrical sockets and not extension cords or power strips.
- Surge protectors must be circuit-breaker protected and UL approved. Instead of extension cords, use surge protectors for multiple plugs. Surge protectors may not be linked to other surge protectors or be placed underneath carpets.
- Candles, lit or unlit, functional or decorative, are prohibited in the residence halls.
- Appliances with open heating elements, including hot plates, griddles, toaster ovens and space heaters are prohibited in the residence hall.
- Items involving open flames (e.g., incense and potpourri burners, kerosene lamps) are also prohibited.
- Flammable/combustible materials, liquids or devices including gasoline, lighter fluid, open paints, paint thinner, turpentine, BBQ grills, and helium tanks are prohibited.
- Microwave ovens are prohibited in all residence hall living areas except the Cabrini Apartment Complex.
- Live Christmas trees, wreaths and/or garland are fire safety hazards, and are prohibited in the residence halls. Holiday decorations involving lights must use cords that meet the UL requirements outlined earlier and that are in good condition.
- Equipment or vehicles powered with gasoline or combustible fuels are prohibited in residence halls.
- Blocking or preventing the use of room doors, hallways, exit doors and stairwells or propping of exterior access doors and fire doors is prohibited.
- SMOKING is prohibited in any residence facility.
- Fireworks, projectiles or explosives of any type are prohibited in residence halls.
- Tampering with fire alarm or fire protection systems, including extinguishers, smoke detectors, alarms, sprinklers, fire exit signs and fire doors or deliberately causing a false fire alarm are violations of the student conduct code and students found responsible are subject to strict sanctions.
- The use of halogen lamps or floor lamps is prohibited in residence hall rooms or common areas. Having such lamps will result in disciplinary action and immediate removal of the lamp.

- Keep room clear of fire hazards that are created through the accumulation of potentially flammable materials such as newspapers, magazines, boxes, etc.
- Stairway and hallway fire doors shall be kept closed at all times. These closed doors can contain a fire long enough to allow the occupants to escape.

## **FIRE SAFETY EDUCATION AND TRAINING**

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Residence Life ADs, GAs, and RAs are staff and students who live in and supervise the University's residence halls and houses. These personnel receive annual fire safety, evacuation, and fire extinguisher training prior to residential students arriving for the fall semester. The staff holds educational floor meetings when students arrive on campus at which time fire safety and evacuation procedures are covered with the resident students. Fire evacuation routes and procedures are posted on the back of the door of each residence hall room.

Fire and building evacuation protocols and procedures are also addressed in the following documents:

- *Cabrini University Staff Handbook* (see [www.cabrini.edu/Handbook](http://www.cabrini.edu/Handbook))
- *Cabrini University Emergency Operations Plan* (see [www.cabrini.edu/PublicSafety](http://www.cabrini.edu/PublicSafety))

Specialized training is routinely provided to service employees, such as Dining Services and housekeeping staffs, who work in high occupancy campus buildings and residence halls.

The Department of Public Safety and the Facilities Department maintain an active working relationship with the Radnor Township Fire Marshal, and consult with that office on matters of fire safety when questions arise. The Fire Marshal's Office conducts periodic inspections of campus facilities.

## **FIRE LOG**

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The Department of Public Safety maintains a fire log that records all fires that occur in a residential housing facility by the date the incident was reported. The Fire Log is available for public inspection at the Department of Public Safety, and includes the nature, date, time, and general location of each fire reported to the Department. The Department of Public Safety posts fire incidents in the Fire Log within two (2) business days of receiving a report of a fire and reserves the right to exclude reports from the log in certain circumstances.

## **AVAILABILITY OF THE ANNUAL FIRE SAFETY REPORT**

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The Annual Fire Safety Report is available online at [www.cabrini.edu/AnnualSecurityReport](http://www.cabrini.edu/AnnualSecurityReport). The University will provide a paper copy of the report upon request to currently enrolled or prospective students and current or prospective employees of the University.

**FIRE STATISTICS**

This chart includes fires in Residential Halls that were reported to the Cabrini University Department of Public Safety. These statistics are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

On-Campus Residence Halls	Total Number of Fires	Type of Fire	Fire Related Deaths	Fire Related Injuries	Property Damage Value
<b>Cabrini Apartment Complex</b>					
2015	0		0	0	\$0
2016	0		0	0	\$0
2017	0		0	0	\$0
<b>Casey House</b>					
2015	0		0	0	\$0
2016	0		0	0	\$0
2017	0		0	0	\$0
<b>East Residence Hall</b>					
2015	0		0	0	\$0
2016	0		0	0	\$0
2017	3	Small fires set in bathroom trash cans, 3S wing	0	0	\$0
<b>Infante House</b>					
2015	0		0	0	\$0
2016	0		0	0	\$0
2017	0		0	0	\$0
<b>Lanshe House</b>					
2015	0		0	0	\$0
2016	0		0	0	\$0
2017	0		0	0	\$0
<b>Maguire House</b>					
2015	0		0	0	\$0
2016	0		0	0	\$0
2017	0		0	0	\$0
<b>McManus House</b>					
2015	0		0	0	\$0
2016	0		0	0	\$0
2017	0		0	0	\$0
<b>Sullivan House</b>					
2015	0		0	0	\$0
2016	0		0	0	\$0
2017	0		0	0	\$0
<b>West Residence Hall</b>					
2015	0		0	0	\$0
2016	0		0	0	\$0
2017	0		0	0	\$0
<b>Woodcrest Hall</b>					
2015	1	Fire outside building in trash can	0	0	\$0
2016	0		0	0	\$0
2017	0		0	0	\$0
<b>Xavier Hall</b>					
2015	0		0	0	\$0
2016	0		0	0	\$0
2017	0		0	0	\$0
<b>Dixon House</b>					
2015	0				
2016	0		0	0	\$0
2017	0		0	0	\$0

Consistent with the Clery Act, the Department of Public Safety has designated its reporting area for the Cabrini campus by using the below map.



[Not shown: Cabrini University Facilities Department, 229 Willow Avenue, Wayne, PA; guest house, 183 Berwind Circle, Radnor, PA.]