



**PITT-BRADFORD  
POLICE  
EMERGENCY  
10333  
ON ANY  
CAMPUS PHONE**



University of  
**Pittsburgh**  
Bradford

**FOR SAFETY'S SAKE**  
2023-24 Annual Security & Fire Safety Report

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# Welcome from the President

Pitt-Bradford is an amazing place, where we support and care for each other. We also are very fortunate to have many measures in place so all members of our campus community — as well as our visitors — will be safe and succeed in a friendly, supportive and welcoming environment.

While we have many initiatives in place, it is important that each of us takes responsibility to keep ourselves and each other safe. Therefore, I ask everyone to take these four essential steps:

**1. Take care of yourself and each other.**

**2. Be aware of your environment.**

Use common sense and good judgment as you move about campus and travel in the surrounding communities.

**3. Know where to go when you have questions or concerns.**

Review what resources are available — this booklet is a great first step — and don't hesitate to ask for help.

**4. Report unsafe conditions as soon as you see them.**

Our campus police officers work 24 hours a day and are here to assist you if you need help.

By integrating these four practices into your daily routines — and looking out for others — you will be assisting with our efforts to ensure that we support the health and safety of our entire campus community and ensure we all have an excellent Pitt-Bradford experience.

Richard Esch, President

# Preparation of the Annual Security and Fire Safety Report

The Pitt-Bradford Police Department prepares this report to help keep you safe and comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as well as the Pennsylvania Uniform Crime Reporting Act. Pitt-Bradford uses information reported to the Pitt-Bradford police and all campus security authorities; information provided by other University offices, such as the Office of Student Affairs, Office of Residential Life and Housing, Student Conduct Office, and the Facilities Management Department; and services and information provided by area law enforcement. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by Pitt-Bradford, and on public property adjacent to the campus. This report also includes institutional policies concerning campus safety, such as policies regarding sexual assault and harassment, stalking, domestic and dating violence, alcohol, and other drugs.

The University distributes the Annual Security and Fire Safety Report in the fall of each year to every member of the University community. The Annual Security and Fire Safety Report also is available online at [upb.pitt.edu/campus-police](http://upb.pitt.edu/campus-police).

The following pages provide an overview of security facts and information that will be helpful to you. Everyone on campus should be safety conscious and follow security procedures. If you have any questions or need additional information, you may contact any of the departments mentioned in this brochure (for a quick reference, see emergency numbers on page 53).

*This report is not a contract.*



## COVID-19 Information

As the pandemic progresses, the University of Pittsburgh continues to adapt its health and safety rules to follow the latest CDC guidance and support our community. COVID-19 testing, care, vaccines and boosters continue to be available on our campuses.

# Meet Some of Your Partners in Safety

## Pitt-Bradford Police

As the department with primary responsibility for security on campus, Pitt-Bradford police are dedicated to serving the needs of the University community. You can reach the department by calling **10333** from a campus phone or **814-368-3211** from a non-campus phone.

## Did You Know?

- Pitt-Bradford police operate their own communications, patrol, investigative, and community services.
- Because of their extensive coverage, campus police can respond to most calls for assistance within minutes.
- University officers are certified by Pennsylvania’s Municipal Police Education and Training Commission, receiving the same education, training, and certification as any city or municipal police officer in the commonwealth.
- To enhance security, the University also uses video cameras in public areas on campus.
- Upon request, officers will conduct apartment security surveys and crime watch programs.
- Pitt-Bradford police officers review and adhere to policies addressing diversity and anti-bias, including a Code of Ethics, Mission and Values statements, a bias-based profiling policy, policies addressing sexual and other types of harassment, and a Standards of Conduct policy.
- If you’ve had any interaction with a Pitt-Bradford police officer and wish to file a complaint or pass along a compliment, please call **814-368-3211** and request to speak to a shift supervisor or contact the administrative offices at **814-362-7500**.
- For more information, call **814-368-3211**.

## Safety by the Numbers

**6** full-time commissioned police officers

**1** police support specialist

Calls are answered **24** hours a day, **7** days a week, **365** days a year

**3** patrol cars and **1** utility vehicle on each shift, in addition to the officers on foot

Pitt-Bradford police officers undergo more than **900** hours of initial training for certification as well as a minimum of **28** hours of annual in-service training



**11**  
**emergency phones**  
are scattered throughout the campus. All phones have blue lights, making them easily visible.





## University Police Authority

Pitt-Bradford police officers carry firearms and have the authority to apprehend and arrest anyone involved in illegal acts on campus and within 500 yards of any University-owned or leased facility. If a University student commits the offense, the Pitt-Bradford police also will refer the individual to the Student Conduct Office. Pitt-Bradford police law enforcement authority is derived from Act 57 of the 1997 Campus Police Powers and Duties and by Title 42 Pa. C.S.A. Chapter 89, relating to the Municipal Police Jurisdiction Act.

## Working Relationship with Local and State Police Agencies

Pitt-Bradford police have MOUs with the City of Bradford and Bradford and Foster Township Police Departments, and have direct radio communication with police, fire and emergency medical personnel throughout McKean County.

## Crimes Involving Off-Campus Property

The Pitt-Bradford police monitor criminal activity occurring on University property that is off campus along with the City of Bradford police. There is no off-campus student housing.

## Environmental Health and Safety

The Department of Environmental Health and Safety (EH&S) provides guidance and direction to students, faculty members, and staff at the University. EH&S identifies hazards and risks, recommends appropriate action to help to ensure safe conditions, and assists the University in maintaining regulatory compliance.

## Facilities Management

The Facilities Management Department has installed and maintains exterior lighting around all of its buildings as well as additional sidewalk and street lighting. Ground crews keep shrubs and hedges low for safety reasons, especially in places such as bus stops. On any normal work day, there are many Pitt-Bradford support personnel whose jobs include providing inspection of the entire campus and its buildings to discover and correct health, safety, and maintenance problems. They report any safety-related problems to the Pitt-Bradford police and facilities management, whose staff respond to correct these problems promptly.

For more information about safety, visit the Pitt-Bradford police website at [upb.pitt.edu/campus-police](http://upb.pitt.edu/campus-police).

# How to Report Crime and Emergencies

Pitt-Bradford encourages everyone in the Pitt-Bradford community to report crimes and other emergencies accurately and promptly to the Pitt-Bradford police or to other appropriate police agencies if off-campus, including when the victim of a crime elects or is unable to make such a report. At sessions conducted for freshmen and their parents, participants are advised to report all information regarding any incident to the Pitt-Bradford police. Pitt-Bradford Police Department seminars and publications offer crime prevention tips and emphasize the importance of reporting crimes.

A student, resident director, University police officer, or any other member of the Pitt-Bradford community can also refer a violation of the Student Code of Conduct to the Student Conduct Office.

## Reporting to Pitt-Bradford Police

You can report criminal activity or other emergencies to the Pitt-Bradford police by calling **10333** from a campus phone or **814-368-3211** from a non-campus phone. Crimes may also be reported by:

- Picking up a campus emergency phone. These phones ring directly to the Pitt-Bradford police, automatically registering the caller's location.
- Visiting the Pitt-Bradford Police Department.
- Contacting the resident advisor or resident director in the residence halls who will then contact the Pitt-Bradford police, if desired. Incidents involving sexual harassment, sexual violence, stalking, and/or dating and domestic violence may also be reported to the Director of Human Resources/Title IX Liaison at **814-362-0251**.



## Specific Personnel and Location Crime Reporting Information

### **PITT-BRADFORD POLICE**

Campus Police Building — **814-368-3211**

### **OFFICE OF STUDENT CONDUCT**

Frame-Westerberg Commons Building — **814-362-5057**

### **OFFICE OF RESIDENTIAL LIFE AND HOUSING**

Frame-Westerberg Commons Building — **814-362-7630**

### **Title IX**

(for reporting sexual misconduct) — **814-362-0251**





### What should I do if I am a victim of hazing?

Hazing is absolutely prohibited by the University and by state law (see the anti-hazing policy in the Student Code of Conduct at [upb.pitt.edu/student-affairs/student-care-conduct](http://upb.pitt.edu/student-affairs/student-care-conduct)). Students who feel they have been victims of hazing should contact Pitt-Bradford police at **814-368-3211**, the Student Conduct Office at **814-362-5057**, or the Athletic Department at **814-362-7520**.

### Can I carry a gun on University property as a means of self-protection?

No. The carrying or possession of firearms and/or other weapons on University property by anyone other than authorized law enforcement officers, such as Pitt-Bradford police or local law enforcement departments, is absolutely prohibited.

### How do I report suspected child abuse or sexual misconduct with a child at the University?

Anyone affiliated with the University who has reasonable cause to suspect child abuse, including but not limited to sexual abuse, shall make an immediate and direct report to ChildLine either electronically at [compass.state.pa.us/cwis/public/home](http://compass.state.pa.us/cwis/public/home) or by calling **1-800-932-0313**. Immediately thereafter, the individual must also make an immediate and direct report to the Pitt-Bradford police or the Office of University Counsel. Retaliation is strictly prohibited against anyone who makes a good faith report of suspected child abuse or who participates in a related investigation. More information on reporting child abuse is available at [keepkidssafe.pa.gov/](http://keepkidssafe.pa.gov/).

### Reporting to Other Campus Security Authorities

While the University prefers that community members promptly report all crimes and other emergencies directly to the Pitt-Bradford police at **814-368-3211**, we also recognize that some may prefer to report to other individuals or University offices. The federal

Jeanne Clery Act recognizes certain University officials and offices as Campus Security Authorities (CSA). The act defines these individuals as “officials of an institution who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” In addition to the Pitt-Bradford police, persons within the University who are designated as CSA include Residential Life and Housing staff members, the campus student conduct officer, athletic coaches, and faculty advisors to student groups. University counselors voluntarily provide non-identifying information on crimes reported to them.

## Confidential Reporting

### Can my report be confidential?

The Clery Act allows individuals working at the University as professional and/or pastoral counselors to be exempt from reporting crimes for Clery Act purposes, allowing these individuals to keep reports confidential. Counselors working at Counseling Services are encouraged to inform those they are counseling of their reporting options through the institution. For more information on scheduling an appointment and the services Counseling Services provides, please visit [upb.pitt.edu/life-at-pitt-bradford/health-and-wellness/counseling-services](http://upb.pitt.edu/life-at-pitt-bradford/health-and-wellness/counseling-services).

While not confidential, Pitt-Bradford Police and the Office of Compliance, Investigations, and Ethics both have anonymous reporting options. Anonymous reports can be made to the Pitt-Bradford Police using the online report form at [upb.pitt.edu/campus-police-and-safety/anonymous-tip-line](http://upb.pitt.edu/campus-police-and-safety/anonymous-tip-line) or within the Rave Guardian app, which can be downloaded at [technology.pitt.edu/rave-guardian-app](http://technology.pitt.edu/rave-guardian-app).

The Office of Compliance, Investigations, and Ethics anonymous reporting option is through the Pitt Concern Connection (PCC). The PCC has reporting options through an online reporting form, phone call, or text. The online reporting form, as well as information on the other reporting options through the PCC, can be found at [compliance.pitt.edu/make-report](http://compliance.pitt.edu/make-report).

# Timely Warning Reports

## Crime Alerts — Timely Warning

In the event of a reported crime, the director of campus police and public safety, in consultation with the Chief of Police or their designee, is responsible for:

- determining whether a Crime Alert is required,
- approving the content of the Crime Alert, and
- coordinating the distribution of the Crime Alert as promptly as reasonably possible to aid in the prevention of similar occurrences.

## Determination

Pitt-Bradford police will issue a Crime Alert whenever the following three criteria are met:

- a Clery Act Crime is reported,
- the crime occurred within University Clery Geography; and
- there is a serious or ongoing threat to the University community because of that crime.

If these three criteria are met and it is determined by Pitt-Bradford police that a serious or ongoing threat exists, a notice will be drafted using crime-specific templates and will be issued by Pitt-Bradford police as soon as pertinent information is available.

## Content

Crime Alerts describe the alleged actor(s), the nature, date, time, and location of the crime, and the type of precautions that individuals should take to prevent similar occurrences. Crime alerts do not contain identifying information about the victim(s).



## Distribution

Several methods are used to notify the community about crime alerts. All faculty, staff, and students will receive crime alerts through their Pitt email address. Faculty, staff, and students also can register to receive crime alerts via text message by signing up at **pitt/alerts**.

In addition, crime alerts will be posted on the Pitt-Bradford Police website at **upb.pitt.edu/campus-police-and-safety**.

A link to the posted crime alert will be placed on the Pitt-Bradford Facebook and Twitter pages. Crime Alerts will remain posted on the Pitt-Bradford Police website for a period of 30 days. Crime alerts also may be posted in various University buildings, on University bulletin boards, and may be reported to the campus communications and marketing office for broader distribution.

In the event these communication media are unavailable, alternate distribution may be made through the University's voicemail system or other modes of communication.

Sign up to receive  
**Crime Alerts**  
via text at  
**upb.pitt.edu/campus police**  
or check out the  
Pitt-Bradford Facebook page  
at **Pitt-Bradford** or  
Twitter **@PittBradford**.

# Emergency Response and Evacuation Procedures

## Training and Testing Procedures

Pitt-Bradford is proactive in planning and preparing for emergency situations and has developed Emergency Management Guidelines to provide a basic procedural framework for responding to any type of emergency at Pitt-Bradford. Please review the information on emergency response and other emergency-related information found at [upb.pitt.edu/campus-police](http://upb.pitt.edu/campus-police) and [ehs.pitt.edu/emergencies](http://ehs.pitt.edu/emergencies).

Pitt-Bradford police officers have received training in incident command and participate in Active Threat exercises annually. Members of Pitt-Bradford's Police Department provide educational programs on community response to an active threat situation and other safety issues to students, staff, and faculty members.

Each fall and spring term, the University's Emergency Notification System is tested, with an evaluation and documentation of the test, including whether the test was announced or unannounced, by the police department. At least one test will include information, including a website link, on where to find additional information about emergency response and evacuation procedures.

Evacuation and/or shelter-in-place exercises are conducted in both academic and residential buildings; at least two unannounced emergency evacuation exercises are conducted for each on-campus residence hall during every school year. Evacuation exercises are used as a way to educate and train building occupants on issues specific to their building. During the exercises, building occupants practice emergency procedures and familiarize themselves with the location of exits and the sound of the emergency alarm. A description of each exercise, date and time of exercise, and evaluation of the exercise is maintained by police officials.

Each year, members of the University community conduct planned tabletop exercises that test and evaluate the University's emergency response and evacuation procedures. Emergency executives, police, and key University personnel, along with external support agencies (such as the City of Bradford, Bradford and Foster Township Police Departments, Pennsylvania State Police, firefighters, and paramedics) participate in these exercises, which address evacuation or shelter-in-place of buildings on a campus-wide scale. At the conclusion of the exercises, Pitt-Bradford produces a summary of its emergency response and evacuation testing.

## Emergency Notification

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, Pitt's Emergency Notification System (ENS) will be activated without delay, unless activation will — in the professional judgment of responsible authorities — compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency.

The Bradford campus Emergency Executive (EE) or their designee will confirm emergencies through in-person evaluation of the situation by University Police, phone call or electronic communications with first responders and emergency response officials and/or other methods deemed appropriate by the EE or their designee for the situation. Through these communications, the EE or their designee, in collaboration with the Chief of Police or their designee, will determine if the emergency poses an immediate threat to the health or safety of the University community.

If it is determined that an immediate threat exists, the EE and the Chief of Police or their designees will authorize University Police dispatchers to send an Emergency Notification (ENS) message to the campus community, which will contain the type and location of the emergency and instructions community members need to follow. Prescribed ENS messages will be maintained by University Police for use in appropriate situations. Emergency officials involved in confirming and/or monitoring the emergency will assist the Chief of Police or their designee in developing specific content for ENS messages. Depending on the type, size, and severity of the emergency, ENS distribution may be limited to University members that are affected by the emergency. The Chief of Police or their designee, in coordination with the EE or their designee, will determine which segments of the community need to be notified.

ENS messages are distributed to faculty, staff, and students through their Pitt email address. Faculty, staff, and students also can sign up to receive ENS messages through text and/or voicemail. Instructions for registering for these services can be found at **[technology.pitt.edu/services/emergency-notification-service](https://technology.pitt.edu/services/emergency-notification-service)**.

The ENS system is one aspect of a layered approach to notification. Other notification methods such as officer presence, website alerts, and local television and radio broadcasts may be used depending on the circumstances. The University will use these other notification methods to keep the broader community informed of the emergency situation.

For more information, see University Policy AO 07 at **[policy.pitt.edu](https://policy.pitt.edu)**.

# Security of and Access to Facilities

Pitt-Bradford has installed and maintains exterior lighting around all of its buildings, including additional sidewalk and street lighting. While maintaining an attractive campus, ground crews keep shrubs and hedges low for safety reasons, especially in places such as bus stops.

On any normal workday, there are many Pitt-Bradford support personnel whose jobs include providing inspection of the entire campus and its buildings to discover and correct health, safety, and maintenance problems. They work, in addition to the Pitt-Bradford police and others who tour campus, to report safety-related problems to the Pitt-Bradford police and Facilities Management Department, which responds to correct these problems promptly.

As part of their duties, Residential Life and Housing staff members continuously report security and maintenance matters. Emergency maintenance and housekeeping services are available 24 hours a day.

## University Buildings and Programs

During the times that the University is officially closed, its buildings are locked and only faculty, staff, and — for some buildings — students with a Pitt-Bradford ID are admitted. Athletic facilities require an appropriate ID at all times for admittance. The public is invited to athletic competitions, which are often staffed by additional police personnel.

## Emergency Evacuation

In the event of a fire or other emergency requiring building evacuation, building occupants should do the following:

- Alert anyone in immediate danger.
- Close the door to contain smoke or fire.
- Activate the nearest fire alarm pull station (located along the egress route). Only use a fire extinguisher if the fire is small and you have been trained in the proper use of a fire extinguisher.
- Evacuate the building via designated stairwells and exterior exit doors. Do not use the elevators.
- Proceed to an assembly point away from the building or to a location designated by emergency officials. Do not re-enter the building until the “all clear” signal is given.
- Call **911** and call **814-368-3211** from a safe area to provide additional information regarding the situation.

**These steps apply to all buildings, including residence facilities.**





## Living at Pitt-Bradford

The Pitt-Bradford Police Department, Office of Residential Life and Housing, and Facilities Management Department work cooperatively to provide resident students with a safe and secure environment. It is important that students and staff members work together to enhance the quality of life and safety in the residence halls.

To accommodate undergraduate students during the academic year, the University maintains nearly 1,025 residential beds in 13 apartment-style buildings. Types of accommodations include singles, doubles, quads, five-person suites, and apartments. Some housing facilities contain card access systems; these systems can be monitored by housing and Pitt-Bradford police personnel.

University police officers are responsible for security within all resident living areas on their respective beats, and they patrol on foot inside all residence halls on campus.

### Residence Hall Security

When you check into a residence hall, you receive information about campus safety and residence hall security, such as:

- who to call in case of an emergency;
- what procedures to follow in case of a fire evacuation;
- what to do if you are locked out of your room;
- how to mark valuables;
- visitation, alcohol, and drug policies;
- and general campus safety, among other topics.

At your first floor meeting, which is mandatory and held by the resident advisor, you can acquaint yourself with unique aspects of your residence hall community and the security practices you can follow to make your University environment safer.

Some residence hall entrances have security doors that are monitored by an electronic access system, while others are secured by lock and key.

## Residential Life and Housing Staff

- Three resident directors (RDs) and 32 resident advisors (RAs) staff the living areas of the residence halls. RDs supervise the RAs.
- RDs and RAs undergo comprehensive training before and during each school year. This training includes how to handle various emergencies — psychological and medical, fire evacuation, reports of sexual misconduct, disorderly conduct, vandalism, etc.
- Residential Life and Housing staff members are available 24 hours a day and seven days a week in the residence halls. RDs also maintain scheduled office hours during the day and are on call in the evening. RAs are on duty every evening, including weekends during all three terms and/or sessions to assist students in any manner.

## Security Features in Students' Rooms

Every accommodation within the residence hall has its own lock and key or key card/ID. When using a key card, it is the student's University ID and it is encoded for the student's room only. The card and/or a pin number are required to open the door. If using a key, the keys are coded with core numbers rather than room numbers so that a lost key cannot be identified with a particular room. Therefore, the University strongly advises that students do not attach their IDs to their keys. Residents should also lock their doors and windows at all times and carry their keys with them.



## Housing Assignments and Requests for Changes

The Housing/Dining Services contract is valid for both the fall and spring terms. Students should be prepared to meet successive deposit due dates in future years to maintain any housing guarantee.

Upper-class students participate in a process each March to determine eligibility and the order in which they will select housing for the next year. Freshmen students who respond to Pitt-Bradford's offer of admission by the May 1 due date and meet all required deadlines and deposits are guaranteed housing. The University assigns resident students based upon information provided in their contracts and the availability of the requested accommodations.

Office of Residential Life and Housing staff members process and approve room change requests, contingent upon available space.

If roommates are having difficulty sharing a room, they should first try to communicate with each other to resolve any issues as well as complete the Roommate Agreement. If those attempts are unsuccessful, the residents meet with the resident advisors to discuss the issue and resolve any roommate situations.

## Missing Student Protocol

In keeping with federal law 20 U.S.C. § 1092j, the Office of Residential Life and Housing will initiate the following missing student notification protocol. When a student is reported missing, Office of Residential Life and Housing staff will immediately contact the Pitt-Bradford police.

The Pitt-Bradford police will attempt to notify the emergency contact within 24 hours to verify if the person is missing or has voluntarily left their residence.

To report a suspicion that a student is missing, contact should be made with the student's resident director, the Office of Residential Life and Housing, or the Pitt-Bradford police. If you know a student is missing, contact the Pitt-Bradford police immediately.

- Each student living on campus has the opportunity to list a missing persons contact by completing an emergency contact form available at the Office of Residential Life and Housing or updating their emergency contact information within their housing application. Pitt-Bradford will treat the named emergency contact as the missing person's contact unless otherwise specified by the student. The student should notify the missing person's contact and, if different, the emergency contact, that they have been so designated. Even if a contact is not registered, the Pitt-Bradford police should be notified immediately if the student is missing.
- At any point during a student's enrollment, they may choose to register or change the missing person contact or emergency contact information with the University by notifying the Office of Residential Life and Housing. This information will be maintained in Office of Residential Life and Housing records that will be immediately accessible by University staff members who will implement this policy. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation have access to the missing person contact information.
- Residential Life and Housing staff members or other employees having knowledge of a missing student will immediately contact the Pitt-Bradford police when a student is reported missing, regardless if that student lives on or off campus.





- The Pitt-Bradford police will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation. Pitt-Bradford police will be responsible for contacting the local law enforcement agency within 24 hours of making the determination that a student is missing. In general, Pitt-Bradford police will consider a person to be missing if they have not been located within 24 hours of receiving the initial report.
- No later than 24 hours after a student is reported missing, the Pitt-Bradford police or its designee will be responsible for contacting the appropriate contact.
- The Pitt-Bradford police will notify a parent or legal guardian no later than 24 hours after a student is determined to be missing if a student is under 18 and not emancipated.
- Residential Life and Housing staff members will serve as support personnel when a student is determined missing and make appropriate contacts within the University (University Counseling Center, dean of students, academic dean, and the Pitt-Bradford police).

## Housing During Holidays and Between Terms

Residence halls are closed during the winter recess. The Pitt-Bradford police continue to patrol resident living areas, and RDs also are on duty. Students should attend to security needs during these periods, particularly the storage of any valuable items.

## Non-Campus Student Housing

Pitt-Bradford does not own or recognize any student housing facilities in non-campus areas.

To report a  
**Maintenance  
Problem,**  
call  
Facilities Management  
**814-362-7670**  
Pitt-Bradford police  
**814-368-3211**  
Housing Office  
**814-368-3211**



# Crime Prevention and Safety Programs

## Police and Residence Life Programs

Pitt-Bradford offers a number of crime prevention and security awareness programs for students and employees. A common theme of all programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Each term, the Office of Residential Life and Housing and members of the Pitt-Bradford police meet with parents and students to provide information on personal safety and residence hall security. Additional programs include the following:

- Police officers present Active Threat Response Training upon request to students, staff, and faculty members. This training is modeled after the U.S. Department of Homeland Security video Run, Hide, Fight, which offers tips to the campus community on how to survive an active shooter or workplace violence incident. The program is offered upon request.
- Pitt-Bradford police present information to first-year students and their families during orientation. This information includes campus safety tips, how to help others in need of assistance, how to identify available emergency services on and off campus, the University's Amnesty procedure, and the RAVE Guardian App.
- The McKean County District Attorney's Office offers drug education and identification once a year to the entire campus community.

In addition to seminars, safety information is distributed to the campus community through crime alerts and emergency notification messages and can be found on the Pitt-Bradford police website at [upb.pitt.edu/campus-police](http://upb.pitt.edu/campus-police).

## Environmental Health and Safety Programs

The University's Department of Environmental Health and Safety (EH&S) provides guidance and direction to students, faculty members, and staff members. EH&S identifies hazards and risks, recommends appropriate action to ensure safe conditions, and assists the University in maintaining regulatory compliance. The department provides training on many topics related to safety, fire safety, occupational health, and the environment. EH&S collaborates with the Pitt-Bradford police in the development of the University's Emergency Management Guidelines. EH&S also prepares, upon request, individual emergency evacuation plans for students who have impairments that may prevent compliance with University-wide emergency plans. Those in need of an individualized plan should contact the Office of Student Affairs at **814-362-7651**.

## Campus Environment by the Numbers

**13** contracted custodians

**5** groundskeepers

**7** operating engineers on duty and on call **24** hours a day,

**7** days a week, **365** days a year



# Obtaining Crime and Safety Information

In accordance with the Pennsylvania Uniform Crime Reporting Act and the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, all Pitt-Bradford students and employees receive updated security information annually. The University also makes information about campus crimes and security available by providing all prospective students and applicants for employment with information on security policies and procedures and how to obtain additional security data.

The University also has numerous crime prevention workshops and seminars throughout the year on the Pitt-Bradford campus. These are sponsored by the Pitt-Bradford police, Office of Residential Life and Housing (for resident students), Student Government Board, Inter-fraternity Council, and other departments and organizations on campus.

## Accessing Campus Crime Reports

The Pitt-Bradford Police Department prepares a daily log of all reported criminal incidents and publishes that log on the police website at [upb.pitt.edu/campus-police](http://upb.pitt.edu/campus-police). This log contains the nature, time, and general location of each crime as well as its disposition, if known.

### Where can I find crime reports?

In addition to website accessibility, the daily crime log can be viewed by visiting the Pitt-Bradford police station from 8:30 a.m. to 5 p.m., Monday through Friday.

### What other crime reports are available?

Crimes reported to the Pitt-Bradford Police Department are submitted monthly to the Pennsylvania State Police for inclusion in the Uniform Crime Report. The Pitt-Bradford police also submit an annual report of crime statistics to the U.S. Department of Education.

Statistics are gathered from the following sources:

- Office of Student Affairs
- Residential Life and Housing
- Office of Student Affairs, Office of Residential Life and Housing, Student Health Services, Office of Counseling Services, dean of students, and other applicable University officials who have significant responsibility for campus life and activities

### Do any reports show Pitt-Bradford's crime statistics over a longer period?

Yes. In compliance with Chapter 3 of the Pennsylvania Uniform Crime Reporting Act and the federal Jeanne Clery Act, the Pitt-Bradford police generate a three-year statistical report, which is included in this publication. This report is distributed to all current students, staff, and faculty members, while prospective students and employees are notified of its existence and afforded an opportunity to request and receive a copy.

## Megan's Law Information and Criminal Records

Under the federal Campus Sex Crimes Prevention Act, any person who is required to register with the Commonwealth as a sex offender under Pennsylvania's Megan's Law requirement must notify the state if they are employed or are enrolled as a student at a college or university. The law also requires institutions of higher education to advise the campus community how to obtain information on current registered sexual offenders and predators residing within the campus community. Information regarding registered sex offenders residing in the Bradford area may be obtained by visiting the Pennsylvania Megan's Law website at [pameganslaw.state.pa.us](http://pameganslaw.state.pa.us).

### Does Pitt-Bradford screen prospective students for criminal history?

Federal law requires certain disclosures on financial aid forms. In addition, residence hall students must disclose to Pitt-Bradford any felony convictions or other convictions for sexual offenses or drug distribution, sale, or manufacture. If students have any such convictions, they may not reside in University-owned housing without first obtaining permission from the Office of Residential Life and Housing. Students with such convictions must agree to assist Residential Life and Housing in conducting a background check and to adhere to any reasonable housing conditions mandated by Residential Life and Housing. Based on the nature and circumstances of past or future convictions, the student may be prevented from residing in University-owned housing. Failure to disclose convictions prior to residing on campus will be considered a violation of the Student Code of Conduct and may result in immediate removal from campus housing.

### Does Pitt screen current or prospective employees for criminal history?

All prospective staff and certain faculty members are asked if they have ever pled guilty to or been convicted of misdemeanor or felony crimes. All prospective employees are also screened in state and federal criminal records databases and the state child abuse registry consistent with the requirements of Act 153. Certain positions, such as those in housing and residence life, those having direct contact with children consistent with the requirements of Act 153, and those involving hazardous materials, require criminal background checks. Pitt will not offer employment to applicants if they have criminal histories that disqualify them from the requirements of the position they are seeking.

## Your University Community\*



Full-time Undergraduates .....	1,005
Part-time Undergraduates .....	60
<b>Total Undergraduates .....</b>	<b>1,065</b>
Full-time Faculty and Staff .....	172
Part-time Faculty and Staff .....	26
<b>Total Faculty and Staff .....</b>	<b>198</b>
Total Students Full-Time Equivalent Enrollment (FTE) .....	1,029
Total Faculty and Staff FTE .....	188
<b>Total Students, Faculty and Staff FTE .....</b>	<b>1,217</b>

*\*All figures are for Pitt-Bradford, fall of 2022.*

# 2022 Bradford Campus Annual Disclosure of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which crime statistics are to be collected and the format in which the statistics shall be published. In addition to incidents reported to the Pitt-Bradford Police Department, statistics include offenses that were reported to the City of Bradford, Bradford Township police, and Pitt officials having significant responsibility for student and campus activities. Pitt-Bradford officials who have contributed statistical information include, but are not limited to, deans of student affairs and academics, faculty advisors to student groups, Residential Life and Housing staff, athletic administrators, student health personnel, and property management employees. University counselors voluntarily provide non-identifying information on crimes reported to them.

Statistics also include crimes committed on campus as well as crimes reported on public property areas that are contiguous to campus. In accordance with the Jeanne Clery Act, crime statistics are shown in the following geographical categories:

- On-campus and within all campus buildings
- On-campus residence halls or other student residential facilities
- Non-campus buildings or properties — “those properties owned or leased by the institution that are used in direct support of the institution’s educational purposes, are frequently used by students, and that are not within the same reasonably contiguous geographical area of the institution”
- Public property — “all public property that is within the campus or immediately adjacent to and accessible from the campus”

## Definitions of Clery Reportable Crimes Criminal Offenses

**Murder/Manslaughter:** Defined as the willful killing of one human being by another.

**Negligent Manslaughter:** Defined as the killing of another person through gross negligence.

**Sexual Assault:** Under the Violence Against Women Act (VAWA), the definition of sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-based Reporting System User Manual from the FBI UCR program, a sex offense is “any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.” The VAWA definition of sexual assault includes rape, fondling, incest, and statutory rape. In Pennsylvania, with the exception of rape and involuntary deviate sexual intercourse, a person commits the crime of sexual assault when that person engages in sexual intercourse with a complainant without the complainant’s consent.

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

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** Defined as taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** Defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** Unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** Theft or attempted theft of a motor vehicle.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crimes:** Includes all Clery reportable crimes that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim was based on one of the categories of prejudice listed above, plus the following crimes.

For Clery Act reporting purposes, hate crimes include the criminal offenses listed above, in addition to:

- **Larceny/Theft:** Includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- **Simple Assault:** Unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism to Property (except Arson):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Hate Crimes: Categories of Prejudice

*Disability*

*Gender Identity*

*Religion*

*Ethnicity*

*National Origin*

*Sexual Orientation*

*Gender*

*Race*

## Arrests and Disciplinary Referrals

**Liquor Laws:** The violation of state and/or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, or possession or use of alcoholic beverages.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

**Weapons Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

## Violence Against Women Act (VAWA) Offenses

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Pennsylvania does not have a specific statute for domestic violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses.

**Dating Violence:** The VAWA definition of dating violence is 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 based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Pennsylvania does not have a specific statute for dating violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses.

**Stalking:** The VAWA definition of stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety of others, or (b) suffer substantial emotional distress.

For the purposes of this definition, (a) course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (c) substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

In Pennsylvania, a person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

## Notes for the Jeanne Clery Act Statistics Report (Chart 1)

- a:** Statistics in these categories depict arrests for all liquor, drug, and weapons law violations and include both student and non-student arrests. Students arrested for these violations are automatically referred to the Student Conduct Office.
- b:** Hate Crimes information includes crimes reported in Chart I (except liquor law, weapons, and drug violations) and any crime involving bodily injury, theft, simple assault, intimidation, or vandalism that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Religion, Sexual Orientation, Gender, Ethnicity, National Origin, Disability, or Gender Identity. There were no hate crimes reported in 2021, 2020, or 2019.
- c:** A report is considered as unfounded and removed from crime statistics when sworn or commissioned law enforcement officers have fully investigated the crime report and have determined that report to be false or baseless.

## Notes for the Pennsylvania Uniform Crime Reporting Act Statistics Report (Chart 2)

- d:** Under Uniform Crime Report (UCR) Part I Crimes guidelines, the crime of Rape includes Rape, Attempted Rape, and Sexual Assault.
- e:** Under UCR Part II Crimes guidelines, Assaults —Non-aggravated include simple assaults as well as harassment incidents involving a threat to assault.
- f:** Under UCR Part II Crimes guidelines, Sex Offenses (excluding Prostitution and Rape) include Indecent Assault and Indecent Exposure.
- g:** All Other Offenses (except traffic) include, but are not limited to, trespass and violation of city ordinances.

**Chart 1** contains the statistics for those offenses reported to the Pitt-Bradford Police Department, City of Bradford, Bradford Township police, and University personnel who have significant responsibility for student life and campus activities.

**Chart 2** contains the statistics for those offenses reported to the Pitt-Bradford Police Department only as recorded for the Uniform Crime Report (UCR). These UCR statistics are derived, in part, from patrol areas in community areas not adjacent to campus.

Chapter 3 of the Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees and they be available upon request. The crime rate is determined by a formula specified by the Uniform Crime Reporting Act and is calculated by dividing the number of reported crimes by the number of full-time equivalent students and employees, and then multiplying that number by 100,000.



# CHART 1

## Crimes Reported to Pitt-Bradford Police, Officials, or Local Police

Offense	Year	On Campus Property	On-Campus Residential Facilities	Non-Campus Buildings or Property	Public Property	Unfounded Crimes
Murder/Non-negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	1	1	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Forcible Fondling	2022	0	0	0	0	0
	2021	1	1	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arrests: Liquor Law Violations *	2022	0	0	0	0	0
	2021	2	0	0	0	0
	2020	1	1	0	0	0
Arrests: Drug Law Violations *	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	2	0	0	0
Arrests: Weapons Violations *	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2022	104	104	0	0	0
	2021	33	31	0	0	0
	2020	79	79	1	0	0
Disciplinary Referrals: Drug Law Violations	2022	18	18	0	0	0
	2021	10	8	0	0	0
	2020	7	7	0	0	0
Disciplinary Referrals: Weapons Violations	2022	1	1	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Hate Crimes	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	1	1	0	0	0
	2021	1	1	0	0	0
	2020	0	0	0	0	0
Domestic Violence	2022	0	0	0	0	0
	2021	1	1	0	0	0
	2020	1	1	0	0	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

\*HATE CRIMES: 2020 - No hate crimes were reported; 2021 - No hate crimes were reported; 2022 - No hate crimes were reported.

\*UNFOUNDED CRIMES: 2020 - Zero reported; 2021 - Zero reported; 2022 - Zero reported

## CHART 2

# Crimes Reported to Pitt-Bradford Crime Statistics, Crimes Reported to Campus Police

Campus: Bradford	2022 FTE = 1,217.00		2021 FTE = 1,308.80		2020 FTE = 1,469.30	
	Actual Offenses	*Crime Rate	Actual Offenses	*Crime Rate	Actual Offenses	*Crime Rate
<b>Part I Offenses</b>						
Criminal Homicide	0	0.00	0	0.00	0	0.00
Murder and Non-negligent Manslaughter	0	0.00	0	0.00	0	0.00
Manslaughter by Negligence	0	0.00	0	0.00	0	0.00
Forcible Rape	1	82.17	0	0.00	0	0.00
Rape by Force	0	0.00	0	0.00	0	0.00
Assault to Rape - Attempts	0	0.00	0	0.00	0	0.00
Robbery	0	0.00	0	0.00	0	0.00
Firearm	0	0.00	0	0.00	0	0.00
Knife or Cutting Instrument	0	0.00	0	0.00	0	0.00
Other Dangerous Weapon	0	0.00	0	0.00	0	0.00
Strong Arm (Hands, Fists, Feet, etc.)	0	0.00	0	0.00	0	0.00
Assault - Aggravated	0	0.00	0	0.00	0	0.00
Firearm	0	0.00	0	0.00	0	0.00
Knife or Cutting Instrument	0	0.00	0	0.00	0	0.00
Other Dangerous Weapon	0	0.00	0	0.00	0	0.00
Hands, Fists, Feet, etc.	0	0.00	0	0.00	0	0.00
Burglary	0	0.00	0	0.00	0	0.00
Forcible Entry	0	0.00	0	0.00	0	0.00
Unlawful Entry - No Force	0	0.00	0	0.00	0	0.00
Attempted Forcible Entry	0	0.00	0	0.00	0	0.00
Larceny - Theft (Exc. Motor Vehicles)	2	164.34	0	0.00	0	0.00
Motor Vehicle Theft	0	0.00	0	0.00	0	0.00
Autos	0	0.00	0	0.00	0	0.00
Trucks and Buses	0	0.00	0	0.00	0	0.00
Other Vehicles	0	0.00	0	0.00	0	0.00
Arson	0	0.00	0	0.00	0	0.00
<b>Total Part I Offenses</b>	<b>3</b>	<b>246.51</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>828.56</b>
<b>Part II Offenses</b>						
Assault - Non-aggravated	0	0.00	2	152.81	1	68.06
Forgery and Counterfeiting	0	0.00	0	0.00	0	0.00
Fraud	0	0.00	0	0.00	0	0.00
Embezzlement	0	0.00	0	0.00	0	0.00
Stolen Property, Receiving, Possession, etc.	0	0.00	1	76.41	0	0.00
Vandalism	0	0.00	0	0.00	0	0.00
Weapons, Carrying, Possession, etc.	1	82.17	0	0.00	0	0.00
Prostitution and Commercialized Vice	0	0.00	0	0.00	0	0.00
Sex Offenses (Excluding Prostitution and Rape)	0	0.00	1	76.41	0	0.00
Drug Abuse Violations	6	493.02	10	764.06	1	68.06
S Opium-Cocaine	0	0.00	0	0.00	0	0.00
A Marijuana	0	0.00	0	0.00	0	0.00
L Synthetic	0	0.00	0	0.00	0	0.00
E Other	0	0.00	0	0.00	0	0.00
P Opium-Cocaine	0	0.00	0	0.00	0	0.00
O Marijuana	6	493.02	10	764.06	0	0.00
S Synthetic	0	0.00	0	0.00	0	0.00
S Other	0	0.00	0	0.00	0	0.00
Gambling	0	0.00	0	0.00	0	0.00
Bookmaking	0	0.00	0	0.00	0	0.00
Numbers, etc.	0	0.00	0	0.00	0	0.00
Offenses Against Family and Children	0	0.00	0	0.00	0	0.00
Driving Under the Influence	0	0.00	0	0.00	0	0.00
Liquor Laws	12	986.03	33	2521.39	0	0.00
Drunkenness	0	0.00	2	152.81	1	68.06
Disorderly Conduct	1	82.17	0	0.00	1	68.06
Vagrancy	0	0.00	0	0.00	0	0.00
All Other Offenses (excluding Traffic)	3	246.51	0	0.00	1	68.06
<b>Total Part II Offenses</b>	<b>23</b>	<b>1889.89</b>	<b>49</b>	<b>3743.89</b>	<b>5</b>	<b>340.30</b>
<b>Total Part I and II Offenses</b>	<b>26</b>	<b>2136.40</b>	<b>49</b>	<b>3743.89</b>	<b>5</b>	<b>340.30</b>

\*Please note: The crime rate is based on the actual number of full-time equivalent (FTE) students and employees, which is calculated according to a state-mandated formula. The index in the table above is based on incidents reported per 100,000 FTEs.

# Policies on Alcohol and Drugs

## Enforcement of State, Local, and Federal Laws

Pitt-Bradford enforces all state and local laws regarding the possession, use, transportation, and sale of alcoholic beverages, including those prohibiting underage drinking, and local laws prohibiting an open container of alcohol in public. The University also enforces all state and federal laws concerning illegal drugs.

Anyone who is apprehended by the Pitt-Bradford police in possession of using or selling illegal drugs is subject to arrest. If a University student commits the offense, the Pitt-Bradford police will also refer the individual to the Student Conduct Office, where the student could face sanctions up to and including dismissal from the University.

## University Policies Regarding Drugs and Alcohol

Pitt complies with the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act (DFSCA). In compliance with the DFSCA, the University distributes an annual notification containing information regarding local, state, and federal laws, as well as University policies related to the possession, use, and/or sale of alcoholic beverages and/or illegal drugs. This notice also includes information about the dangers of drug and alcohol abuse and available alcohol and drug counseling, rehabilitation and assistance available to students, staff, and faculty. The full Drug-Free Schools and Communities Act annual notifications can be found online.

The student version is on the Office of Campus Police and Safety web page, [upb.pitt.edu/administrative-offices/campus-police-and-safety](http://upb.pitt.edu/administrative-offices/campus-police-and-safety).

The employee version is posted on the Human Resources web page, [hr.pitt.edu/current-employees/employee-labor-relations/workplace-postings](http://hr.pitt.edu/current-employees/employee-labor-relations/workplace-postings).



## Did You Know?

### Pitt-Bradford upholds legal requirements concerning alcohol use by:

- Restricting the use of alcohol at events involving groups within the University community.
- Only allowing building residents age 21 or older to bring alcoholic beverages into the residence halls. There are strict limits on the amount of alcohol these residents may bring into their assigned room. These limits are listed in the Student Handbook.

## Drug and Alcohol Education Programs

All incoming freshmen are required to participate in AlcoholEdu for College — an online, science-based alcohol prevention and education program focusing on the impact of alcohol on the mind and body, which takes approximately two hours to complete and includes a 45-day follow-up.

## Assistance with Alcohol and Substance Abuse


Pitt-Bradford also provides an office dedicated to wellness education for students. Anyone within the Pitt-Bradford community is welcome to refer students or to call for educational services. For more information, call the Office of Counseling Services at **814-362-5272** or visit the center (**Room 226**) in the **Frame-Westerberg Commons**.



## Support Groups

Self-help support groups, including Alcoholics Anonymous, meet on campus. Mental health professionals and a certified drug and alcohol counselor are available at Health Services.





**Hazing at Pitt-Bradford is strictly prohibited and is a violation of the University's Anti-Hazing Policy and Student Code of Conduct. Hazing may also be considered a criminal act in the Commonwealth of Pennsylvania.**

**Throughout the academic year, anti-hazing programming is conducted for members of the campus community. Those efforts are designed to educate community members about what hazing is, the potential consequences of engaging in hazing, and how to report incidents of suspected hazing.**

## Policy on Hazing

### Hazing is defined as follows:

Hazing is if the person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces, or forces a minor or student to do any of the following:

- Violate Federal or State criminal law.
- Consume any food, liquid, alcoholic liquid, drug, or other substance that subjects the minor or student to a risk of emotional or physical harm.
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment.
- Endure brutality of a sexual nature.
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

### Aggravated Hazing

Aggravated hazing is if the person commits a violation of hazing that results in serious bodily injury or death to the minor or student and:

- the person acts with reckless indifference to the health and safety of the minor or student; or
- the person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.

### Organizational Hazing

A Registered Student Organization commits organizational hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of hazing or aggravated hazing.

Students and others are encouraged to report incidents, and suspected incidents, of hazing. Reports may be made to Campus Police at **814-362-7500** between 8 a.m. and 5 p.m. or **814-362-5057** at all other times; or to the Associate Dean of Student Affairs at **814-362-7650**. Hazing related to any Pitt-Bradford athletic teams may be reported to the Director of Athletics and Recreational Sports at **814-362-5093**.

# Sexual Assault and Harassment, Dating and Domestic Violence, and Stalking

## Prohibition of Sexual Assault, Harassment, Relationship Violence, and Stalking

Pitt-Bradford values the safety and health of all members of our community and seeks to foster an environment in which its students and employees treat other persons with respect, civility, and dignity. Any behavior that involves sexual assault or harassment, relationship violence, or stalking of another person is prohibited.

If substantiated, such behavior may result in criminal charges if reported to the Pitt-Bradford Police Department and/or University disciplinary action if the Title IX coordinator investigates a complaint or referral. The University will use these processes to investigate and resolve reports of sexual assault or harassment, relationship violence, and stalking. In cases involving sexual violence, the University understands that victims oftentimes seek confidentiality and will attempt to honor such a request in most cases. However, the University will weigh such a request for confidentiality against any factors that may have a negative impact on the campus community, such as the use of a weapon or multiple alleged victims.

Accused students or employees should know that the initiation of any University proceedings does not preclude the possibility of criminal charges. Indeed, parallel University and criminal proceedings are not uncommon.

In addition to using these processes, the University will continue to engage in prevention programs and training for students, faculty, and staff members in an effort to prevent sexual assault and harassment, relationship violence, and stalking. Pitt-Bradford's Office of Counseling Services and the McKean County Victims' Resource Center provide counseling to victims of sexual assault, assist victims in obtaining medical care, and offer support in all aspects of the recovery process. More detailed information about these programs, processes, and procedures can be found in the Student Handbook.

## What is Consent?

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity.

Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent.

For definitions of sexual assault, dating violence, and stalking, see pages 18–21.



## Consent in Reference to Sexual Activity Under the PA Crimes Code

Pennsylvania does not specifically define “consent.” However, a person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

- By forcible compulsion
- By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution
- Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring
- Where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance
- Who suffers from a mental disability which renders the complainant incapable of consent. 18 Pa.C.S.A. § 3121.

“Forcible compulsion” is defined as “compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied. The term includes, but is not limited to, compulsion resulting in another person’s death, whether the death occurred before, during or after sexual intercourse.” 18 Pa.C.S.A. § 3101.

Further, resistance is not required. The alleged victim need not resist the actor in prosecutions under this chapter: Provided, however, that nothing in this section shall be construed to prohibit a defendant from introducing evidence that the alleged victim consented to the conduct in question.

18 Pa.C.S.A. § 3107 [rainn.org/laws-your-state-pennsylvania](http://rainn.org/laws-your-state-pennsylvania)

## Prevention and Awareness Programs

Pitt-Bradford has a comprehensive array of prevention and educational programs aimed at ending sexual assaults and harassment, relationship violence, and stalking that include the following:

- Introduction to campus safety, national assault data, and Pitt-Bradford’s resources and response to sexual misconduct presented at Orientation for new students and their parents/families
- Sexual misconduct prevention training sessions for RAs
- Campus Sexual Assault Awareness and Prevention web pages  
[upb.pitt.edu/life-at-pitt-bradford/health-and-wellness/health-services/sexual-assault-awareness](http://upb.pitt.edu/life-at-pitt-bradford/health-and-wellness/health-services/sexual-assault-awareness)
- Sexual misconduct policy, consent, and key crime definitions: Orientation for new students
- Sexual misconduct/bystander intervention learning unit in freshman seminar
- Sexual Assault Awareness and Prevention/Bystander Intervention mandatory training sessions for incoming students
- Sex Ed Bootcamp: Take Care of Your Privates
- Domestic Violence Awareness Month (programs involved with the McKean County Victims’ Resource Center)
- Campus Tunnel of Oppression program
- Sexual Assault Awareness Month Activities: Several programs presented by students to raise awareness about sexual assault and transgender identity
- Campus Sexual Assault Awareness and Prevention media campaign

- Bystander intervention also plays an important role in helping to prevent sexual assaults and harassment. Some examples include:
  - speaking up when someone discusses plans to take sexual advantage of another person
  - confronting people who seclude, hit on, try to make out with, or have sex with people who are incapacitated
  - calling police when a person is yelling at another and it is not safe for you to interrupt
  - refusing to leave the area and calling police if a person is trying to get you to leave so they can take advantage of another, and
  - ensuring friends who are incapacitated do not leave the area with someone unknown.

For additional information and resources, visit the Office of Sexual Harassment and Assault Response and Education website at [studentaffairs.pitt.edu/share/](http://studentaffairs.pitt.edu/share/).

## Immediately After an Incident

**Physical Safety:** Your immediate safety is the top priority. As quickly as possible, find a safe place away from the perpetrator or any other potential danger.

- Seek medical attention as soon as possible. You are encouraged to seek immediate medical attention for your own physical health and to preserve all physical evidence. You can receive treatment at any medical facility; hospital emergency departments are in the best position to treat you and collect physical evidence.
- Contact the police: You are strongly encouraged to call the Pitt-Bradford Police Department at **814-368-3211** or call **911** and report the situation.
- Contact the McKean County Victims' Resource Center at **814-362-6325**, available 24 hours a day. They will advise victims of reporting options, can guide students through the process of receiving a medical exam, and will assist victims in notifying campus or local police authorities, if desired.

## Reporting Options

Several options are available for you to pursue if you want to report sexual violence.

- You may file a criminal complaint by contacting the Pitt-Bradford police at **814-368-3211** or by calling **911**.
- You may file an anonymous complaint to the Pitt-Bradford Police Department by calling **814-368-3211**. However, this option greatly limits the University's ability to respond to and investigate the report.
- You may file a complaint with the University's Title IX Office at the Pitt Concern Connection at [upb.pitt.edu/student-affairs/student-care-conduct](http://upb.pitt.edu/student-affairs/student-care-conduct) under Bias/Title IX. The Title IX Office investigates complaints of this nature against faculty, students, and staff. An on-campus resource can be reached by emailing [spb128@pitt.edu](mailto:spb128@pitt.edu) or calling **814-362-0251**.



## Preserving Physical Evidence

In the aftermath of a sexual trauma, although it may not be foremost on your mind, the preservation of evidence is strongly encouraged. Even if you do not think you want to pursue a criminal or civil proceeding, preserving evidence keeps your options open in case you change your mind. To preserve evidence, do not shower, douche, or change clothes or bedding before you seek medical attention. Also, if oral contact took place, do not brush teeth, smoke, or eat. Optimally, evidence collection should occur within 72 hours of the assault, and there are medical facilities in Bradford that can assist you:

### **Bradford Regional Medical Center**

Emergency Room 116

Interstate Parkway

Bradford, PA 16701

**814-368-4143**

Bradford Regional Medical Center is staffed with sexual assault nurse examiners, registered nurses who have completed specialized education and clinical preparation in the medical forensic care of the patient who has experienced sexual assault or abuse. Hospital emergency rooms are best equipped to collect physical evidence of a sexual assault. Your best source of immediate medical help is the nearest hospital emergency room. All hospitals are required by law to report to the police any injury that is the result of a crime. This does not obligate you to file formal charges. Completing a forensic exam does not require a victim to talk to police or prosecute the offender.

## Counseling and Medical Services and Other Available Support

Seeking emotional support in the aftermath of sexual violence is very important for recovery. Pitt-Bradford's Office of Counseling Services offers specialized counseling services designed to assist students who have experienced sexual assault, dating violence, domestic violence, harassment, and stalking. The coordinator also can assist with referrals to specialized counseling services off campus. Additional counseling resources include the McKean County Victims' Resource Center at **814-368-6325**.

## Student Health Services

Pitt-Bradford's Office of Health Services provides ongoing confidential medical treatment for any physical problems related to an assault. The staff can assess for pregnancy risk; test and treat for sexually transmitted infections; and assess, treat, and/or offer/give referrals for physical injuries. The Office of Health Services is located in the Frame-Westerberg Commons building, **814-362-5272**.

## Additional Resources

Pitt-Bradford students can contact their resident assistant, resident director, or other Residential Life and Housing staff member for support (24 hours a day). Any member of the University community also may contact the Title IX Office, located in the Human Resources and Payroll Office in the Control Tower Building, **814-362-0251**.

Community resources include the McKean County Victims' Resource Center, **814-368-6325**, which answers 24 hours a day. They provide an advocate/escort to accompany victims through the medical and/or legal process. Students who seek assistance from these organizations are not obligated to press charges against the assailant.

## Warning Signs of Abuse

No victim is ever to blame for being assaulted or abused. Some warning signs of potential abusive behavior:

- Being isolated from friends and family
- Watching what you say to avoid a “blow-up”
- Hiding bruises or injuries from family and friends
- Being afraid of your partner
- Being forced to do things that you don’t want to do
- Having your partner monitor where you go, what you do, and who you meet



## WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

### What should I do if I am sexually assaulted?

Many times, victims of sexual assault feel traumatized or blame themselves and are reluctant to seek help and proper medical care. If an individual has been the victim of sexual assault, dating violence, domestic violence, and/or stalking, or think they may have been, there are several options for reporting the incident (see page 29) and for obtaining the information, assistance, and support needed for all aspects of recovery, both emotional and physical.

### Does contacting the police mean I have to press charges?

No. You have the right to not press charges if you call the Pitt-Bradford police. However, in the event of a safety concern to the victim and/or campus community, Pitt-Bradford police have an obligation to investigate. Pitt-Bradford police will report any Title IX incidents to Pitt-Bradford’s Title IX liaison, who will send a communication with resources.

### If I report a sexual assault, will my name become public? What happens to the information?

Security personnel will file an anonymous record of any on-campus assault among Pitt-Bradford’s crime statistics in order to give an accurate representation of crime on campus and to help prevent further crimes of this nature.

### Do I have to get medical attention?

Although you are not required to seek medical care, it is highly encouraged. Taking care of your physical and medical state is an important role in the healing process. You may have internal or external injuries as a result of an assault that require medical care. Additionally, you may want to explore options for preventing sexually transmitted infections and/or pregnancy. The Office of Health Services has staff that can confidentially assess pregnancy risk; test and treat for sexually transmitted infections; and assess, treat, and/or offer/give referrals for physical injuries.

# Process for Adjudicating Complaints of Sexual Assault and Sexual Harassment, Dating Violence, Domestic Violence, and Stalking

The University's full policies and procedures regarding reports of sexual harassment, dating violence, domestic violence, sexual assault and stalking can be found at the following links: Sexual Misconduct Policy (CS 20): [policy.pitt.edu/cs-20-sexual-misconduct-formerly-06-05-01](https://policy.pitt.edu/cs-20-sexual-misconduct-formerly-06-05-01) Title IX Policy (CS 27): [policy.pitt.edu/cs-27-title-ix-policy](https://policy.pitt.edu/cs-27-title-ix-policy)

## Jurisdiction

The University of Pittsburgh has the authority to take disciplinary action for conduct occurring on or off campus when the conduct, among other things, affects the educational and work environment. University officials will provide a prompt, fair, and impartial investigation and resolution.

## Standard of Evidence

All complaints filed with the Office of Civil Rights and Title IX will be judged using the preponderance of the evidence standard, which means, it is more likely than not that University policy has been violated.

## Process of Determination

When any report alleging discrimination, sexual misconduct, or sexual harassment is received by the Office of Civil Rights and Title IX, the report will be reviewed by the Title IX Coordinator and a determination will be made as to whether the allegations, if true, constitute Sexual Harassment under the University's Title IX Policy (CS 27) or if the allegations constitute any other form of sexual misconduct or discrimination under one or more separate University policies (including University Policy CS 20, Sexual Misconduct and University Policy CS 07, Nondiscrimination, Equal Opportunity, and Affirmative Action). If it is determined that the report involves a potential violation of University policy, the process of reviewing, investigating, and adjudicating the allegations will proceed in accordance with the appropriate University policy and procedure.

The University may also proceed with an investigation and resolution of any reported acts of sexual harassment, sexual assault, relationship (dating and domestic) violence, or stalking if the University determines that such an investigation and resolution are necessary to ensure the safety and well-being of University community members. In cases in which the Respondent's conduct may pose a threat to the University community, the University may impose an emergency removal that occurs immediately and that lasts until the matter is resolved. In addition, the Respondent(s) may face criminal charges through a separate criminal process, if so initiated by the authorities.

## Seeking Protective Measures

Depending on the circumstances, you may have the option, among other remedies, to obtain no-contact orders, seek room or course changes, file an applicable University complaint, and pursue criminal complaints. For more information and assistance, you can contact the Pitt-Bradford police at **814-368-3211**; the Office of Title IX at **814-362-0251**; or the Office of Student Conduct at **814-362-5057**.

## Supportive Measures, Accommodations, and Resource Assistance for Complainants and Respondents

Upon receipt of a report of sexual harassment, dating violence, domestic violence, sexual assault, or stalking, whether or not the Complainant decides to move forward with filing a Formal Complaint, the Office of Civil Rights and Title IX shall offer to the Complainant supportive measures and facilitate the implementation of such supportive measures to protect the safety and well-being of the Complainant. If a formal complaint is filed, supportive measures will also be made available as appropriate to any involved party. The University will maintain as confidential any supportive measures provided to the parties, to the extent that maintaining such confidentiality would not impair the University's ability to provide the supportive measures. Such measures or accommodations may include:

- Issuing a No Contact Order
- Changes in University-related class or work schedules or job assignments
- Changes in University-owned housing
- Interim University housing suspension
- Interim suspension
- Interim separation
- Restricting a person's access to certain University facilities or activities pending resolution of a matter
- Academic accommodations
- Assistance with contacting the appropriate police department
- Access to counseling and mental health services
- Access to and assistance with obtaining necessary medical services
- Guidance and support with filing a report through the Office of Civil Rights and Title IX and/or through the criminal justice process
- Any other interim measure or accommodation necessary and appropriate to facilitate the complainant's or respondent's access to educational opportunities

# Process for Adjudicating Title IX Complaints (University Policy CS 27)

**Sexual Harassment** is defined as conduct on the basis of sex occurring in the United States and occurring in or related to a University Education Program or Activity that satisfies one or more of the following: (1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity; or (3) Sexual assault, dating violence, domestic violence, or stalking (as these terms are defined in Policy CS 27).

**Please Note:** Other forms of sexual harassment and sexual misconduct that are not otherwise included in this definition are still considered misconduct in violation of University policy under Policy CS 20 (formerly 06-05-01).

## Initial Response to a Formal Complaint

The University intends to resolve Formal Complaints of Sexual Harassment in a reasonably prompt manner, though delays in the process may arise from time to time. When a Formal Complaint is filed, the University will examine, adjudicate, and/or resolve the matter consistent with Policy and Procedure CS 27.

## Notice of Formal Complaint

Upon receipt of a Formal Complaint alleging Sexual Misconduct, the Office of Civil Rights and Title IX will provide written notice to any known Complainant(s) and Respondent(s) outlining the following:

- Policy CS 27 and Procedure CS 27
- The allegations potentially constituting a violation of Policy CS 27, including identification of Complainant(s) and Respondent(s), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.
- The standard of evidence being the preponderance standard, as well as a statement the Respondent is presumed not responsible (but that this presumption does not imply that the allegations did not occur or that a Respondent is truthful or that a Complainant is lying).
- The right of both parties to have an Advisor of choice.
- The right of both parties to review evidence consistent with this Procedure.
- The relevant section of the Code of Conduct and/or University policies and guidelines related to knowingly making false statements or knowingly submitting false information.

The written notice shall be provided to Respondent and Complainant at least five (5) business days prior to any initial interview conducted by an investigator related to the Formal Complaint for parties to have sufficient time to prepare for the initial interview.

In addition to the notice of Formal Complaint, all applicable parties shall receive notices of any additional allegations discovered and/or investigated in the course of the investigation of the Formal Complaint, as well as the date, time, location, participants, and purposes of any live hearing or other proceeding at which the party is expected or permitted to attend.

## **Emergency Removal**

Under extraordinary circumstances, the University may remove a Respondent prior to adjudication of any Formal Complaint under this Policy if, after undertaking an individualized safety and risk analysis, the University determines that the Respondent poses an immediate threat to the physical health or safety of any individual arising from the allegations of Sexual Harassment. When issuing an emergency removal, the University will provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

## **Initial Removal**

Upon receipt of a Formal Complaint alleging Sexual Misconduct, the Office of Civil Rights and Title IX will conduct an initial inquiry, as discussed in Policy CS 27. If the Formal Complaint contains allegations that constitute Sexual Harassment, those allegations will be resolved consistent with Policy CS 27 and Procedure CS 27. It should be noted that an investigation may reveal facts or circumstances not otherwise known at the time of the initial report or of filing of the Formal Complaint. If any facts or circumstances relevant to the evaluation of the Formal Complaint are discovered as the matter proceeds, it may be necessary for the Office of Civil Rights and Title IX to reevaluate which University policy is appropriate and applicable to the matter. To the extent a matter is determined to fall under a different policy than that which was originally believed to be applicable, the parties and other additional individuals, as appropriate, will be notified and the matter will proceed under the University procedure corresponding with the appropriate University policy in accordance with that evaluation.

## **Dismissal of Formal Complaint**

If a Formal Complaint contains allegations that do not constitute Sexual Harassment as defined in Policy CS 27 or otherwise does not meet the requirements of Policy CS 27, the Formal Complaint or individual allegations therein will be “dismissed” under this Policy. A Formal Complaint or individual allegations therein may be “dismissed” under this Policy for reasons including, but not necessarily limited to the following:

- if the conduct alleged does not constitute Sexual Harassment;
- if the conduct alleged was not within or otherwise related to a University Education Program or Activity;
- if the conduct alleged did not occur against a person in the United States; or
- if the Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint or allegation(s) therein.

If a Formal Complaint or individual allegations therein are “dismissed,” the allegation will still be examined to determine whether it is appropriate to adjudicate under a separate University policy (including University Policy CS 20 (formerly 06-05-01) Sexual Misconduct and University Policy CS 07 (formerly 07-01-03), Nondiscrimination, Equal Opportunity, and Affirmative Action).

## **Appealing Dismissal of Formal Complaint**

When a Formal Complaint is “dismissed” under this Policy, the University will notify the parties in writing and will provide the reasons for the “dismissal.” Within ten (10) business days upon being provided written notice for the “dismissal”, either the Complainant or the Respondent can appeal the “dismissal” on any of the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The appeal of a dismissal of a Formal Complaint or allegations therein will be reviewed by an individual designated by the Title IX Coordinator who is appropriately trained and who was not involved in the original determination leading to the dismissal of the Formal Complaint or allegations therein. If the appealing party cites to any conflict of interest or bias on the part of the Title IX Coordinator as a basis for the appeal, the Vice Chancellor for Diversity and Inclusion (VC-ODI) shall be responsible for designating the individual who shall review the appeal.

## **Informal Resolution**

At the election and agreement of the Complainant(s) and Respondent(s), the University will facilitate an Informal Resolution of the Formal Complaint unless otherwise prohibited (i.e., when the Complainant is a University Student and the Respondent is a University employee). This process can be pursued at any time prior to a determination of responsibility of the Formal Complaint. Informal Resolutions will be appropriate processes crafted by the parties in consultation with the Office of Civil Rights and Title IX. Once the parties agree upon using the Informal Resolution process, the parties will receive notice of the process agreed upon and both Complainant and Respondent will sign and submit a consent form to proceed through the Informal Resolution process. Once the signed consent forms are submitted, the parties must continue with the Informal Resolution process until the matter is resolved, and the parties will not be able to withdraw or alter the terms of the agreed upon Informal Resolution process (parties can, however, withdraw from the Informal Resolution Process at any time prior to agreeing to the Final Informal Resolution and resume the Formal Grievance Process as outlined herein). Parties will not have any opportunity to appeal any result of an Informal Resolution.

## **Formal Grievance Process**

### **i. Investigation**

An assigned investigator shall gather evidence and witness statements related to the allegations in the Formal Complaint. The assigned investigator shall not be the Title IX Coordinator, the Decision-Maker, or the Appellate Decision-Maker.

The investigation will involve the collection and review of relevant evidence, including documents, electronic data, tangible objects, and/or any other material pertinent to the allegations. All available evidence shall be identified and documented. Where possible, all available evidence shall be collected and maintained in electronic format. Both Complainant and Respondent will have an equal opportunity to present evidence to the investigator.

The investigation will involve the identification and interviewing of witnesses with relevant information. Both Complainant and Respondent will have an equal opportunity to suggest witnesses to be interviewed. Neither the investigator nor the Decision-Maker may access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the applicable party provides voluntary, written consent to do so for the purposes of a grievance process.

The Complainant and Respondent are permitted to bring one Advisor of their choice and one Support Person of their choice to any/all meetings with the investigator. Neither Advisors nor Support Persons are permitted to participate in any meetings with the investigator, but they can be present for the counsel and support of the party.

### **ii. Review of Evidence**

Prior to the completion of the investigative report, the investigator shall provide both Complainant and Respondent with an equal opportunity to inspect and review any evidence that is directly related to the allegations in the Formal Complaint that is obtained as part of the investigations (including witness summaries), regardless of whether that evidence is deemed relevant by the investigator. Parties will be permitted to submit to the investigator a written response to the evidence for the investigator to consider. This written response is due ten (10) business days from the date upon which the parties were provided access to the evidence referenced above.

### **iii. Investigative Report**

At the conclusion of the investigation and, after reviewing the written submission of the parties (if any), the investigator shall prepare an investigative report. The report shall fairly summarize the allegations and all relevant evidence. The report shall also include a description of the procedural steps taken during the investigation, including notifications sent to parties, interviews, site visits, and methods used to gather evidence. Once complete, the investigative summary will be provided to the Decision-Maker as well as both the Complainant and the Respondent (and their Advisors of choice). Parties will be permitted to submit to the Decision-Maker a written response to the investigative summary. This written response is due ten (10) business days after the date upon which the parties were provided the investigative summary. The hearing shall take place no sooner than one (1) business day after the written responses to the investigative summary are due to the Decision-Maker.

### **iv. Hearing**

A live hearing will take place related to the allegations of Sexual Harassment. The live hearing shall follow procedures and rules of decorum outlined by the Office of Civil Rights and Title IX and provided to the parties and their Advisors prior to the hearing.

The hearing may be conducted in-person or, at the election of either party or the discretion of the University, virtually, so long as both parties and the Decision-Maker can, at all times, see the witness and/or individual speaking. The only individuals permitted to attend the live hearing are the Complainant(s), Respondent(s), the parties' respective Advisors, witnesses, the Decision-Maker, any other person required by the University to conduct the hearing, and any other person required by law. A recording (either audio or audio-video) or a transcript of any live hearing will be made available to the parties for review.

The hearing is overseen by the Decision-Maker, who will make a determination as to whether the Respondent is responsible for violating Policy CS 27. The Decision-Maker shall not be the Title IX Coordinator, the investigator, or the Appellate Decision-Maker.

For purposes of the hearing, parties can bring an Advisor of their choosing. If a party declines to select an Advisor, the University will assign one for the hearing. At the hearing, parties, through their Advisors, will have the opportunity to cross-examine all witnesses and the other party. Note: direct cross-examination conducted by a party is not permitted; all cross-examination must be conducted by Advisors. If a party or witness fails to participate in the hearing or otherwise does not make themselves available for cross-examination, the Decision-Maker is not permitted to consider any statement made by that party or witness (whether at the hearing or during the prior investigation) in reaching a determination. The Decision-Maker cannot draw any inference regarding the responsibility of the Respondent based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

Only relevant questions may be asked of a party or witness. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence are offered to prove someone other than the Respondent committed the conduct alleged in the Formal Complaint, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege are prohibited unless the person holding such privilege has waived the privilege. To the extent the Decision-Maker prohibits any questions as being irrelevant, the Decision-Maker must explain their rationale.



## **v. Determination of Responsibility**

After the hearing is complete, the Decision-Maker will decide, after fairly considering all relevant evidence they are permitted to consider in accordance with this Procedure, by a preponderance of the evidence, the outcome of each allegation in the Formal Complaint concerning whether the Respondent has violated Policy CS 27.

The Decision-Maker shall issue a decision on the allegations contained in the Formal Complaint in the form of a written determination of responsibility. The written determination shall include:

1. Identification of the allegations potentially constituting Sexual Harassment;
2. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of Policy CS 27 to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve the Complainant's equal access to University's Education Program or Activity will be provided; and
6. **The appeal process.** The written determination of responsibility shall be provided to both the Complainant and Respondent on the same day. The determination of responsibility becomes final either on the date that the written determination regarding the appeal, if any, is provided to the parties, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **vi. Sanctions**

If the Decision-Maker determines, by a preponderance of the evidence, that Policy CS 27 was violated, the written determination of responsibility containing all information listed in section III(E)(v) above other than the sanction(s) shall be submitted to the appropriate chair, dean, director, supervisor, responsibility center head, or designee to make a determination regarding the appropriate sanction(s). The appropriate chair, dean, director, supervisor, responsibility center head, or designee will then provide the sanctions determination to the Decision-Maker, who will incorporate the sanctions into the written determination of responsibility before distributing the same to the parties. Sanctions will not be imposed until the grievance process is complete, including, as applicable, until the time for an appeal of the outcome runs out or until a determination is made regarding any such appeal.

Student sanctions for violating the University's Title IX Policy may include the following: disciplinary reprimand, disciplinary probation, disciplinary suspension, disciplinary dismissal, housing probation, housing suspension, housing dismissal, a permanent no-contact-order, permanent restrictions from all or part of campus (Persona Non Grata status), counseling assessment, mandatory training or online educational modules, and meeting with Office of Civil Rights and Title IX personnel.

Employees sanctions for violating the University's Title IX Policy may include the following: permanent no-contact orders, mandatory training, suspension of employment, employment reassignment, restrictions from all or part of campus (Persona Non Grata), termination from the University.

## **vii. Appeals**

After the written determination of responsibility is provided to the parties, either the Complainant or Respondent can appeal the determination. Appeals will not involve a full rehearing or are determination of the facts of the matter, but will review only whether the decision erred in one of four (4) limited grounds on which an appeal may be filed (collectively referred to as the "Scope of Review"), which are as follows:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;

3. The Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
4. The sanction(s) are substantially disproportionate to the severity of the violation.

The Complainant and Respondent shall have ten (10) business days from the receipt of the written determination of responsibility to file a petition for appeal, including a written statement in support of or challenging the outcome by citing to one or more of the specific bases for appeal as the Scope of Review. The appeal petition must include a thorough statement and all facts or evidence which support the appeal. To the extent either party bases all or part of any appeal on an alleged error or conflict of interest on the part of the Office of Civil Rights and Title IX or any other individual involved with the grievance process, the Office of Civil Rights and Title IX shall have the opportunity to respond to the writing within ten (10) business days of being provided with the appeal petition(s).

A panel of three (3) members of the University Review Board (“URB”) shall act as the Appellate Decision-Makers. One of the members of the URB shall be deemed the URB Moderator. None of the Appellate Decision-Makers shall be University students, the Title IX Coordinator, the investigator, or the Decision-Maker from the original hearing.

Upon receipt of an appeal petition, the URB shall first determine whether the appeal properly falls within the Scope of Review. If the URB has determined the appeal does not fall within the Scope of Review, the URB shall notify the party that submitted the petition for appeal of that outcome in writing. Where it has been determined that an appeal petition falls within the Scope of Review, the URB Moderator will notify the applicable parties that an appeal has been initiated and will provide all parties with the submitted appeal petition(s) and applicable procedures. The URB may elect to resolve the appeal based solely on the written submissions. To the extent the URB decides that a hearing is necessary or would aid in the resolution of the appeal, the URB shall schedule a hearing and notify all applicable parties.

Once the URB reaches a decision as to the outcome of an appeal (whether based solely on the written submission or after a hearing is held), the URB shall issue a written decision describing the result of the appeal and the rationale for the result. The outcome of the appeal shall be provided to all applicable parties on the same day.

Generally, if the URB finds that an appeal is valid and overturns the outcome of the original Decision-Maker based on appeal basis #1 (procedural irregularity), #2 (new evidence), or #3 (conflict of interest or bias), the Appeals Board will refer the appeal back to the appropriate stage of the grievance process to effectively permit the correction of the error.

Generally, the Appeals Board should complete its work within thirty (30) business days.

## **Retaliation**

The University strictly prohibits retaliation against anyone involved as a party or witness in the process of adjudicating a Formal Complaint under this Policy. Retaliation includes, but is not limited to, acts on behalf of the University or any person designed to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. The University will investigate all acts of reported retaliation. Complaints alleging retaliation may be filed according to the University grievance procedures as found in Procedure CS 27.

All reports supported by evidence, regardless of the outcome of the underlying Formal Complaint of Sexual Harassment, will be referred for disciplinary action and resolution under Policy CS 20, Sexual Misconduct.

The exercise of rights protected under the First Amendment do not constitute retaliation prohibited under this section.

# Process for Adjudicating Sexual Misconduct Policy Complaints (University Policy CS 20)

## Advisor or Support Person

Both a Complainant and a Respondent are entitled to one advisor or support person of their choice, and the advisor or support person may accompany the party to any meeting or proceeding under these processes. However, the advisor or support person shall not be permitted to participate directly in the Informal or the Formal resolution process. This includes advisors who are also attorneys. An advisor or support person may not stand in place of either the Complainant or the Respondent, and information regarding the progress of the inquiry or investigation will only be shared with the Complainant or Respondent, and not the advisor of choice. If the advisor or support person has any questions, they should contact the Associate Vice Chancellor for Civil Rights and Title IX, not the individual liaison from the Office of Civil Rights and Title IX ("Liaisons").

In keeping with the University's desire to resolve sexual misconduct complaints in a timely manner, the University reserves the right to proceed with any meeting regardless of the availability of the party's advisor or support person.

## Initial Inquiry

Once the Office of Civil Rights and Title IX receives notice of sexual misconduct, the Pitt-Bradford Title IX liaison will conduct an initial inquiry. Where the respondent (i.e., the accused) is an employee, the Office of Civil Rights and Title IX will coordinate the initial inquiry with a chair, dean, director, supervisor, responsibility center head, or designee. For all other cases, the liaison will continue to conduct an initial inquiry which generally includes interviews with the complainant, the respondent, a chair, dean, director, supervisor, responsibility center head, or designee, and sometimes a review of relevant documents.

The liaison will then determine whether the information gathered indicates that the complaint falls within the Policy. If it is determined that the complaint falls within the Policy, the liaison will determine whether the process should proceed to the Informal Process, the Formal Process, or another University process. The liaison will make this determination by reviewing several factors including:

- The wishes of the complainant and the respondent;
- Consideration of a pattern of behavior; and
- The nature and severity of the behavior or action.

A decision will then be made as to the appropriate next steps to bring resolution to the complaint, which will include one of the following:

- Formal Process;
- Informal Process;
- Another University process; or
- End the process.

The complainant and the respondent will be informed promptly upon an initial inquiry determination by the liaison. If it is found that the complaint does not fall within the Policy, the reported matter, and other possible policy violations discovered during the inquiry (including any relevant information), may be referred to other University processes.

## Informal Resolution

The informal process is an opportunity to bring resolution to a complaint through awareness, education, and/or a facilitated discussion. The Office of Civil Rights and Title IX, in conjunction with the Director of Student Conduct, a chair, dean, director, supervisor, responsibility center head or designee, or the Office of Human Resources, coordinates the informal process. During an informal process, no formal investigation is conducted to determine whether the Policy has been violated.

The informal process may only be used for alleged misconduct which does not involve sexual assault or violence. The complainant has the right to end the informal process and begin the formal process, if the complainant wishes to do so.

### 1. Facilitate Resolution

The liaison, in conjunction with the Director of Student Conduct, a chair, dean, director, supervisor, responsibility center head or designee, or the Office of Human Resources, uses the information gathered during the initial inquiry to facilitate an appropriate resolution to the complaint. The liaison may determine that the informal process may be facilitated by an appropriate designee (e.g., for students, a Resident Director or other designee; for staff, a Human Resource representative; for faculty, a chair, dean, director, supervisor, responsibility center head, or designee; or for Trustees, the Office of Civil Rights and Title IX or designee). The following are examples of possible options, one or more of which may be used to bring resolution to an informal complaint.

- a. Distribute a copy of the Policy to the respondent and/or the complainant and/or to the department or area whose behavior is being questioned;
- b. Educate the respondent or all parties regarding the Policy;
- c. Conduct a sexual misconduct educational workshop for the designated department/school/University organization;
- d. Meet with the respondent to raise awareness about alleged inappropriate behavior and provide notice about possible University consequences;
- e. Facilitated discussion with the agreement of the complainant, respondent, and the liaison;
- f. Institute alternative work arrangements, living arrangements, class schedule, dining facilities, or advisor/supervisor arrangements as feasible;
- g. Provide access to appropriate academic supports, such as tutoring, or permission to withdraw from or retake a class or classes; and/or
- h. Limit contact or impose a no contact order between respondent and complainant.

### 2. Document Informal Resolution

At the conclusion of the informal process, a letter summarizing the outcome(s) of the process will be sent by the liaison to the complainant and respondent and other appropriate University officials.

If the matter is not resolved to the satisfaction of the complainant or the respondent utilizing the informal process, and/or the Office of Civil Rights and Title IX determines the matter should be resolved through the formal process, the complainant, the respondent and/or the University may pursue the formal process. In such an instance, the complainant, the respondent and/or the University may request to utilize the formal process by submitting a written request to the Investigator within five (5) business days of the date of the receipt of the informal outcome letter.

## Formal Complaint Process

The Formal Complaint process is initiated when the complainant provides a signed statement that includes a brief description of the alleged incident and, to the extent known, the respondent's name(s) and the date, time and location of the incident (herein after "Complaint"). The Formal Complaint process may also be initiated by the University under appropriate circumstances. The Formal Complaint process involves a prompt, and equitable investigation conducted by an Investigator. The investigation is a fact-finding process, giving all parties notice and the opportunity to be heard, to identify witnesses and offer evidence, and to pose questions to parties and witnesses. Interim measures may be applied at any time throughout the Formal Complaint process.

### The Formal Complaint Process Will Generally Progress as Follows:

1. Once the complaint is received or the University otherwise initiates the Formal Complaint process, an Investigator will interview the complainant.
2. Following the completion of their interview with the complainant, the Investigator will notify the Associate Vice Chancellor for Civil Rights and Title IX as to whether or not the allegations set forth in the Complaint, if substantiated, would constitute a violation of the University's Sexual Misconduct Policy, and accordingly, a violation of the Code.
  - a. If the University Investigator's notification indicates that such allegations, if substantiated, would not constitute a violation of University's Sexual Misconduct Policy, the Associate Vice Chancellor for Civil Rights and Title IX, may dismiss the complaint, and that decision shall be final, barring new information. The Associate Vice Chancellor for Civil Rights and Title IX shall provide the complainant and respondent(s) with written notice of such dismissal.
  - b. In the event that the Investigator's notification indicates that the allegations set forth in the complaint, if substantiated, would constitute a violation of University policy, or if the Associate Vice Chancellor for Civil Rights and Title IX determines that the matter should be investigated, the Investigator will conduct a fact-finding investigation. Steps in this investigation will include, as appropriate:
    - The respondent will be provided with written notification of investigation and be made aware that a Formal Complaint has been submitted to the Office of Diversity and Inclusion. The respondent will be provided with an opportunity to review the complaint at the University's Office of Diversity and Inclusion.
    - The Investigator will meet separately with the complainant and the respondent(s).
    - The Investigator will interview relevant witnesses and review relevant physical, documentary or other evidence.
    - As described below, each party will be given an opportunity to identify relevant witnesses. In order to have a prompt and equitable process, the investigator may provide deadlines for providing information. Delays in providing witness contact information and/or evidence may impact the Investigator's ability to consider these elements.
3. The Investigator may consider the credibility of the parties and witnesses and relevant information, including evidence of pattern. Both parties may provide information and names of witnesses to the Investigator. The Investigator will not apply rules of evidence followed in court proceedings and will not entertain legal motions. Legal rules pertaining to the wording of questions, hearsay, and opinions will not be applied. Reasonable rules of relevancy will guide the Investigator in deciding on the admissibility of evidence and witness statements. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced.
4. After the complainant(s) and/or respondent(s) have been interviewed by the Investigator, each will be provided with an opportunity to review a written summary of their own interview. The complainant and respondent will then have five (5) business days from the date the summary is made available to review their own interview summary and provide any comments or new evidence to the Investigator. Comments will be reviewed and retained in the investigative file but may not necessarily result in a change to the summary.

5. After the Investigator concludes gathering and evaluating evidence, including witness interviews, an investigation summary will be prepared. At this time, the complainant and respondent will have an opportunity to review, in the Office of Civil Rights and Title IX, the investigative summary. The investigative summary will include the relevant information provided by the complainant, respondent, and any witnesses, as well as other evidence gathered during the investigation which will be considered in making a determination regarding the alleged University's Sexual Misconduct Policy and/or Code Violation. Within five (5) business days of the date that the investigative summary was first made available for review, the complainant and respondent must submit verbally or in writing to the Investigator any comments (including additional statements, proposed witness questions and additional evidence) concerning the summary. This portion of the investigation may be an iterative process.
6. Following the receipt of any comments on the investigative summary, or after the five (5) day period has lapsed without comment, the Investigator will prepare a final written report that includes the investigative summary and a determination of whether a violation has occurred and a recommendation of the sanction(s) to be imposed, if any. The final written report will include the basis upon which the Investigator reached their determination of responsibility. This determination will be made using the preponderance of the evidence standard, asking whether it is more likely than not that the University's Sexual Misconduct Policy has been violated.
7. The report will be provided first to the Associate Vice Chancellor for Civil Rights and Title IX for review and input.
  - a. **For students:** After the Associate Vice Chancellor for Civil Rights and Title IX's review and input, the final report will be forwarded to the Dean of Students for approval of any recommended sanctions. The Dean of Students will have discretion to accept or alter the recommended sanction(s), if they believe that the totality of circumstances, including but not limited to University precedent, justifies such a change. Once the Dean of Students has made a determination on sanctions, either the Office of Civil Rights and Title IX or the Dean of Students will provide the decision letter to both the complainant and respondent. At this time, a copy of the final investigation report will be available in the Office of Civil Rights and Title IX for review.
  - b. **For employees:** If the investigation establishes that the Policy was violated by a preponderance of the evidence, the Investigator and the appropriate administrator will determine recommended sanctions to be submitted for approval to the chair, dean, director, supervisor, responsibility center head, or designee. Sanctions will be based on the nature and severity of the offense and/or on prior violations of University policy. The Investigator will distribute, at the same time or as near the same time as feasible, an outcome letter to the complainant and to the respondent, and a full report will go to the chair, dean, director, supervisor, responsibility center head, or designee. A copy of the report will be kept on file in the Office of Civil Rights and Title IX or other appropriate office.
8. Both the complainant and the respondent may submit an appeal within ten (10) business days from the date of the decision letter (see appeal process below).

In general, the University attempts to complete investigations within 60 days, although for good cause, that period may be longer.

## Student Sexual Misconduct Appeal Process

Appeal petitions related to Sexual Misconduct Violations may be filed by either the Complainant or the Respondent. Persons filing an appeal will have ten (10) business days from the date of the decision letter to file their petition with the Dean of Student Affairs at **upb-student-affairs@pitt.edu**.

The appeal petition must include a thorough statement and all facts or evidence which support one or more of the following (Scope of Review):

1. Whether Rights affirmed by the Board of Trustees have been denied;
2. Whether established procedures were not followed in a manner that would have significantly affected the decision;

3. Whether there was an absence of a rational connection between the facts found and the findings;
4. Whether the issued sanctions are substantially disproportionate to the severity of the Violation; or,
5. Whether new evidence is presented which was not available or discoverable during the process that if available at the time would have significantly altered the findings or sanctions.

As discussed under University Review Board procedures, the URB Moderator and applicable URB members will make their determination of whether to proceed with an appeal based on submitted documentation only.

In addition, persons filing an appeal may also request postponement of sanctions pending appeal. Such requests must explain why the imposition of sanctions must be postponed. The question to be answered in determining whether to postpone Sanction(s) is, whether the immediate imposition or postponement of the Sanction(s) will unfairly prejudice either party (the complainant or respondent), pending a final determination of the appeal.

All decisions regarding the postponement of Sanctions will be made within five (5) business days of the receipt of such a request and will be communicated to appropriate parties in writing through the URB Moderator.

## **University Review Board Procedures for Reviewing Petition to Appeal**

In cases involving Sexual Misconduct, the URB Moderator will consult with two faculty members of the URB. The URB Moderator and applicable URB members will make their determination of whether to proceed with an appeal based on submitted documentation only.

Where the URB has determined that an appeal's petition does not fall within the Scope of Review, the URB Moderator and two URB members will render and submit a written opinion and recommended dismissal of appeal, accompanied by the record, to the Provost for review and consideration. Upon completion of this review and consideration, notice of the outcome will be given to the Respondent.

In cases involving Sexual Misconduct, both the Complainant and Respondent will receive notice of the outcome of the review of the petition to appeal.

## **URB Procedures for Proceeding With an Appeal**

Where it has been determined that a petition falls within the Scope of Review, the URB Moderator will notify the applicable parties that an appeal has been initiated.

The URB Moderator will then schedule an appeal proceeding. Applicable parties to the appeal proceedings will receive a copy of the appeal petition and procedures and written notification of the time, date, and place of the proceeding.

The appeal will be conducted under the procedural guidance of the URB Moderator, who also shall determine the composition of the URB panel.

The URB panel, in its discretion, may elect to decide an appeal based solely on the submission of documents from the applicable parties, without oral argument. The URB appeal process does not include testimony from witnesses.

If the URB, in its discretion, decides to allow oral argument, applicable parties will be given reasonable time to present their position. A party may refer to any records, documents, or recordings from a prior proceeding and may present written argument. A party may question the other about their argument, except in cases involving Sexual Misconduct. Members of the URB panel and the URB Moderator may question the parties.

The URB panel may remand a matter to the Office of Student Conduct or the Office of Civil Rights and Title IX for further proceedings when the URB panel determines that there are insufficient written findings or prejudicial procedural error.

In other cases, the URB panel, by a majority, shall forward a written opinion, recommend action, and complete record to the Provost, or their designee. There may be an accompanying minority opinion.

Once a decision is made by the Provost or their designee, applicable parties will be notified.

## Employee Sexual Misconduct Appeal Process

Where the responding party is a faculty or staff member, any appeal should be made to the Provost or Senior Vice Chancellor for Business and Operations.

In cases where the recommended discipline involves early termination of appointment for cause, the procedure under the University Bylaws, and not this appeals process, applies. However, the substantive and procedural requirements under any applicable law, remain applicable.

In other cases, the Provost or Senior Vice Chancellor will appoint an Appeals Board of three (3) individuals. Two members of the Appeals Board will be faculty who are members of the University Review Board ("URB"); the third member will be appointed by the Provost or Senior Vice Chancellor from the pool of individuals who have received appropriate training from the Office of Civil Rights and Title IX, and consistent with the employment status of the parties involved. Consistent with guidance from the Office of Civil Rights and Title IX, students will not be members of hearing or appeal boards.

Appeals must be submitted to the Office of the Provost or Senior Vice Chancellor within ten (10) business days of receipt of the written decision and must specify the grounds for the appeal. The Appeals Board shall not rehear or make a redetermination of the facts of the matter, but will review only whether the decision erred in one of three limited grounds on which an appeal may be filed, which are as follows:

1. New information not available to the Investigator which, if available at the time of the investigation, would have significantly affected the decision;
2. Evidence that established procedures were not followed in a manner that would have significantly affected the decision, and/or;
3. The sanction(s) are substantially disproportionate to the severity of the violation.

The Appeals Board determines whether the appeal submitted falls within one of the three grounds for appeal of a decision, reviews the report and sanctions to be imposed, and other relevant documents or statements.

Generally, if an Appeals Board finds that an appeal is valid in that either appeal basis #1 (substantial new evidence was not available that would have affected the decision) or #2 (evidence that established procedures were not allowed in a manner that would have affected the decision), the Appeals Board will refer the appeal back to the Investigator and appropriate administrator to remedy the issue.

As for appeal basis #3 (the sanction was substantially disproportionate to the severity of the violation), the Appeals Board will make a recommendation to the Provost or Senior Vice Chancellor regarding the finding and the sanction based on a review of the existing written record. The sanction recommended by the Appeals Board may be different than the sanction recommended after the investigation, including a sanction that is greater than or lesser than the sanction initially recommended.

Generally, the Appeals Board should complete its work within 30 days.

The Provost or Senior Vice Chancellor shall review the recommendation of the Appeals Board and make a final determination. That determination will be communicated in writing to the respondent, the complainant, the Investigator and to the appropriate administrators (e.g., respondent's appropriate Responsibility Center Head).

The Provost or Senior Vice Chancellor will generally respond within 30 days of receiving the recommendation from the Appeals Board. The decision of the Provost or Senior Vice Chancellor shall be final.



## Sanctions for Student Sexual Misconduct Violations

Student Sanctions for violating the University's Sexual Misconduct Policy may include the following: disciplinary reprimand, disciplinary probation, disciplinary suspension, disciplinary dismissal, housing probation, housing suspension, housing dismissal, a permanent no-contact order, permanent restriction for a portion of or all campus locations (Persona Non Grata status), counseling assessment, mandatory training or online educational modules, and meeting with Title IX personnel.

## Sanctions for Employee Sexual Misconduct Violations

Possible sanctions the University may impose on an employee for violation of the Sexual Misconduct Policy may include: permanent no-contact orders, mandatory training, suspension of employment, employment reassignment, restrictions from all or part of campus (Persona Non Grata), termination from the University.

## Non-Retaliation Statement

Retaliation against anyone involved in the investigation of alleged incidents of sexual misconduct, whether they are the complainant, a witness, an investigator or anyone else, is prohibited. Retaliation is the act of taking adverse action against a complainant, a respondent, or any other person involved in the process based on the person's reporting or participation in the process. Retaliation includes behavior on the part of the respondent or the complainant and other related persons, including, but not limited to, acquaintances, friends, and family members. Although independent action will be taken against anyone engaging in retaliation, the complainant and the respondent are responsible for discouraging such actions and will also be held responsible to the extent of their involvement in the retaliation. Retaliation will constitute separate grounds for disciplinary action. An individual who believes that they have experienced retaliation should contact the Office of Civil Rights and Title IX, and the University will investigate the complaint. If the University determines that evidence exists to support that retaliation occurred, appropriate action will be taken regardless of the outcome of the underlying sexual misconduct complaint. This may involve referral of the retaliation concerns to another University process for resolution.

To review the University's Statement on Confidentiality and Non-retaliation, please follow this link:

**[diversity.pitt.edu/civil-rights-title-ix/make-report/anonymous-reporting-confidentiality-and-retaliation](https://diversity.pitt.edu/civil-rights-title-ix/make-report/anonymous-reporting-confidentiality-and-retaliation)**.

In addition to outlining the University's stance against retaliation, this statement also clarifies that all individuals involved in the investigation process are expected to honor the confidentiality of the process and the information involved.

# Fire Safety Report

## Fire Safety Information

Fire education and training programs are provided to Residential Life and Housing staff members and to specific groups. Residential Life and Housing staff members are trained in building emergency evacuation procedures. Fire extinguisher training is provided to designated personnel. Fire safety training for all students, staff, and faculty members is available through the Pitt-Bradford police and safety department.

Students and employees should report any fire event regardless of size by activating a manual pull station and, after evacuating to a safe area, by calling the Pitt-Bradford campus emergency number, **814-368-3211**. Students and employees should also report any evidence of an extinguished fire to the Pitt-Bradford campus emergency number at **814-368-3211**. Students and employees are encouraged to report any problems with fire protection systems to Pitt-Bradford Police Department.

Comprehensive guidelines for fire safety and fire prevention, including those for emergency evacuation, electrical appliances, and no smoking or open flames can be found in the University's Safety Manual at [ehs.pitt.edu/](https://ehs.pitt.edu/) in the following sections: Fire and Emergency Evacuation Procedures, Fire Safety and Prevention, and Residence Halls.

## Residence Fire Safety

All 13 residence halls on the Pitt-Bradford campus are nonsmoking environments. Each sleeping and living room in on-campus student housing has a smoke detector. Other fire safety devices in every residence hall at Pitt-Bradford include building fire alarm systems, fire extinguishers, and smoke/heat detectors in common building spaces and mechanical rooms. Eight residence halls on campus are equipped with automatic sprinkler protection.

## On-Campus Housing Fire Safety Systems

All sprinkler systems, all fire alarm pull stations, and smoke detectors are monitored 24/7 by Pitt-Bradford police and off-site by a nationally recognized fire safety company. Detection by automated fire protection features or the use of a manual pull station will activate the building's alarm system of horns/speakers and strobe lights.

Residential Life and Housing officials educate students each year on emergency egress and shelter-in-place procedures specific to a particular building.

## Evacuation Procedures

When the fire alarm activates, all occupants must exit via the nearest stairs. If the building cannot be exited, stairwells are the area of refuge. In all residence halls, the stairwells have fire-rated construction and are equipped with self-closing and latching fire doors. See page 8 for more details about evacuation procedures.

## Residence Hall Fire Drills

At least two unannounced emergency evacuation exercises are conducted for each on-campus residence building during every school year.

## Prohibitions on Portable Electric Appliances, Smoking, and Open Flames

Students are required to read and comply with the Student Code of Conduct, residential handbook, and/or their housing contract, which includes health and safety inspections and all other rules and guidelines for residential buildings. Periodic room inspections are performed and include, but are not limited to, a visual examination of electrical cords/power strips, smoke detectors, sprinkler heads, damages, etc.

In addition, each room is examined for the presence of prohibited items (e.g., sources of open flame, such as candles; unapproved extension cords; halogen lamps; prohibited cooking appliances; lofted furniture) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets). The inspections also include a general assessment of trash and cleanliness of the room. Violations are recorded on room inspection reports and the resident director provides notification of sanctions.

Disabled students and employees, or any student or employee not capable of complying with the University Emergency Evacuation Plan, should contact Disability Resources and Services at **814-362 7607** to develop an individual emergency evacuation plan.

**Fire Safety Improvements are continually upgraded at Pitt-Bradford.**

### Fire Safety Tips:

- **If you suspect a fire, pull the nearest fire alarm box in the corridor or near an exit door.**
- **When you hear the building's fire alarm, evacuate the building immediately.**
- **Evacuate any building on campus by following EXIT signs. Do not use elevators during emergencies unless directed by emergency response personnel.**
- **If you are disabled, call Disability Resources and Services at **814-362-7607** or the Pitt-Bradford police at **814-368-3211** to develop an individual emergency evacuation plan.**

## CHART 3 Pitt-Bradford Annual Fire Safety Report

Residence Facility Name/Address	Total Number of Fires			Fire Number			Date of Fire			Cause of Fire			Number of Injuries that Required Treatment at a Medical Facility			Number of Deaths Related to a Fire			Value of Property Damage Caused by a Fire (\$)		
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
<b>Residence Halls</b>																					
Hemingway House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Melville House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Eliot House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Stein House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Faulkner House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Baldwin House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Cather House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Fitzgerald House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Reed-Coit House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Fesenmyer House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Dorn House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Rice House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Alexander House 300 Campus Drive Bradford, Pa 16701	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CHART 4 2023 Pitt-Bradford Fire Safety Systems in Residential Facilities

Facility	Fire Alarm Monitoring Done On Site by Campus Police and Johnson Control	Full Sprinkler System	Full Smoke Detector	Fire Extinguisher Devices	Fire Extinguisher Devices	Number of Evacuation (fire) drills each calendar year	Strobe Lights	Audible Tones	Fire Walls (Ground To Attic)
Hemingway House	X	N/A	X	X	X	2	X	X	X
Melville House	X	N/A	X	X	X	2	X	X	X
Eliot House	X	N/A	X	X	X	2	X	X	X
Stein House	X	N/A	X	X	X	2	X	X	X
Faulkner House	X	X	X	X	X	2	X	X	X
Baldwin House	X	X	X	X	X	2	X	X	X
Cather House	X	X	X	X	X	2	X	X	X
Fitzgerald House	X	X	X	X	X	2	X	X	X
Reed-Coit House	X	X	X	X	X	2	X	X	X
Fesenmyer House	X	X	X	X	X	2	X	X	X
Dorn House	X	X	X	X	X	2	X	X	X
Rice House	X	X	X	X	X	2	X	X	X
Alexander House	X	X	X	X	X	2	X	X	X

# Transportation

## Parking

Pitt-Bradford operates 20 parking lots on campus. Parking is offered to commuter, resident, and faculty and staff members. Several types of security devices and procedures help to provide for the safety of parking patrons:

- Emergency telephones are located in or immediately adjacent to some parking lots.
- The Pitt-Bradford police make scheduled rounds of these parking lots and, if available and upon request, will escort patrons to their vehicles.

## ATA Bus

The Area Transportation Authority point-to-point transportation shuttle system runs year-round in Bradford. You must have a valid Pitt-Bradford ID to ride. Bus schedules can be obtained at the police station.

Hours of operation are:

Monday–Friday, 6 a.m.–10 p.m. | Saturday, 11 a.m.–10 p.m. | Sunday, Noon–10 p.m.

## Pedestrian Safety



**Don't be distracted by texting, talking on your phone, or wearing earbuds — pay attention!**



**Look both ways before you cross the street — even if it's a one-way street.**



**Use crosswalks, but be aware that drivers don't always stop at crosswalks.**



**Be alert to drivers who might not see you in the crosswalk or at the green light. Drivers' view might be blocked, or they might make an illegal turn.**



**Don't walk behind a car that is pulled up too far and is blocking the crosswalk.**



**Walk facing traffic at night, carry a flashlight, and wear reflective clothing. White clothing will not necessarily make you more visible to drivers.**



## The Pitt Promise: A Commitment to Civility

The University of Pittsburgh is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles:

As a Pitt Student:

- I will embrace the concept of a civil community, which abhors violence, theft, and exploitation of others;
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty;
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community;
- I will support a culture of diversity by respecting the rights of those who differ from myself;
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued; and
- I will honor, challenge, and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.

# Tips for a Safer Campus

## When Running or Walking:

- Carry a whistle or personal alarm that makes a high-pitched, penetrating sound.
- Go with someone.
- Stay away from isolated areas.
- Stay in well-lit, well-traveled areas, walking midway between curbs and buildings and away from alleys and bushes.
- Hold your purse, backpack, or briefcase tightly and close to your body.
- Keep your wallet in a front pocket, which is safer than a back pocket.
- Become familiar with the locations of emergency phones on your route.

## If You're Being Followed:

- Cross the street or change direction.
- Keep looking back so the person knows you can't be surprised.
- Go to a well-lit area. Enter a building anywhere that there are people.
- Notice and remember as much as possible about the person so you can give a good description.
- When arriving at a safe place, call the Pitt-Bradford police and report the incident.

## Where You Live:

- Keep your doors locked night and day.
- Don't let in strangers.
- Never prop doors open, especially fire doors, even for a short time.

## Protect Personal and University Property:

- Lock your door every time you leave.
- Engrave expensive equipment and valuables with an ID number.
- Don't attach your Pitt-Bradford ID or any other identification to your key chain.
- Don't leave your belongings (books, gym bags, backpacks, calculators, coats, etc.) unattended in libraries, hallways, gym facilities, or classrooms.
- Don't use an automated bank teller machine late at night.



## Avoid Working or Studying Alone in a Building at Night:

- If you work late, keep your office door locked.
- Call the Pitt-Bradford police at **814-368-3211** and let them know you are there.
- Lock all doors behind you when entering or exiting at night.

## Protect Your Car:

- Always lock your car and take the keys.
- Lock valuables in the trunk.
- Park in well-lit areas.

## If Driving:

- Have your keys ready when walking to your vehicle.
- Check the back seat before getting into a car.
- Keep doors locked while driving.
- Don't pick up hitchhikers.
- Don't hitchhike or accept rides from strangers.

## Be Aware:

- Report suspicious activity immediately. Get to know your neighbors. Share information on suspicious circumstances.
- Don't hesitate to call the Pitt-Bradford police at **10333** (on campus) or **814-368-3211** (from a non-campus phone) with any safety concerns.

### Community Response/Active Threat Incident:

Recommended safety measures for ongoing and immediate life-threatening incidents involving hostile suspects:

- An individual must use their own discretion about when they must engage a hostile suspect for survival.
- Do not attempt to apprehend or interfere with the suspect except for self-protection.
- Contact authorities as soon as it is safe to do so. Call extension **10333** (from on-campus phone) or **814-368-3211**. Have these numbers programmed into your cell phone.
- Report location, number of suspects, and description if possible.
- Make the determination of whether to run, hide, or fight **AND COMMIT TO IT**.
- **Run:** if there is an escape path, attempt to evacuate.
  - Evacuate whether others agree to or not.
  - Leave belongings behind.
  - Help others escape if possible.
  - Prevent others from entering area.
- **Hide:** if evacuation is not possible, find a place to hide.
  - Lock and/or blockade the door.
  - Silence your cell phone.
  - Hide behind large objects.
  - Remain very quiet.
  - Your hiding place should be out of the suspect's view, provide protection from shots fired in your direction, and not trap or restrict your options for movement.
- **Fight:** as a last resort and only if your life is in danger.
  - Attempt to incapacitate the suspect.
  - Act with physical aggression.
  - Improvise weapons.
  - Commit to your actions.

### When Law Enforcement Arrives:

- Remember that the police will act first to neutralize the threat.
- Remain calm and follow instructions.
- Keep hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

### University of Pittsburgh Emergency Phone Numbers:

Pitt-Bradford Police EMERGENCIES .....	<b>10333</b>
Non-campus Phone .....	<b>814-368-3211</b>
General Assistance .....	<b>814-362-7500</b>
Office of Health Services .....	<b>814-362-5272</b>
University Counseling Center .....	<b>814-362-5272</b>
Student Conduct Office .....	<b>814-362-5057</b>
Environmental Health & Safety .....	<b>412-624-9505</b>
Title IX Office .....	<b>814-362-0251</b>

### City of Bradford Emergency Phone Numbers:

(Off Campus) City of Bradford Police, Fire, Ambulance .....	<b>911</b>
McKean County Victims' Resource Center 24-hour Crisis Hotline .....	<b>1-888-822-6325</b>
National Suicide Prevention Lifeline .....	<b>988</b>
Pennsylvania Department of Human Services ChildLine for Abuse Reporting .....	<b>1-800-932-0313</b>

**When  
Traveling  
at Night,**  
walk with friends or  
make use of the ATA  
bus service.  
If you must walk alone,  
let friends know  
your destination.







# Motor Vehicle Policies and Parking Fines

## Motor Vehicles

- You must register your vehicle and get a parking permit from Campus Police at the beginning of the Fall Term. If you bring a vehicle to campus for Spring Term, you must register your vehicle at the beginning of that term.
- If you receive three or more parking tickets for not registering your vehicle, you may be asked to remove it from campus until you get a parking permit.
- Your guests and visitors can get a temporary guest parking permit at Campus Police, which will be valid for no more than seven consecutive calendar days.
- Parking is permitted only in designated parking lots and space. Refer to the parking map on page 54.
- Please adhere to the 15 mph speed limit around campus and watch for pedestrians.
- Motorized vehicles are not permitted on any campus sidewalk or lawn.
- Snowmobiles are prohibited unless you get prior approval from the Director of Campus Police.
- No motorized vehicles — mopeds, motorcycles, etc. — are permitted in the residence halls.
- Campus Police will notify you if you need to move your vehicle temporarily so the parking lot can be cleared of snow and will contact you when you can move back to the lot. Your vehicle may be towed (at your expense) if you do not move it within the pre-designated period of time. If you leave campus without your vehicle, be sure to leave your keys with your roommate or RA who can move your vehicle if necessary.

## Parking Fines

- If you do not pay your parking fine within 72 hours, a traffic citation will be filed in the district judge's office, and you'll have to pay additional fines and costs. If you don't answer the citation, a warrant will be issued for your arrest.
- Students who don't pay their parking fines will receive a hold on their university account, prohibiting them from registering for future classes until the hold is removed.

### **\$10 fine**

- Using more than one parking space
- Hindering snow removal
- Parking on Campus Drive, Commons Way, or in the Visitors Parking Lot
- Parking between 1 a.m. and 5 a.m. in a lot prohibiting parking at that time
- Parking in any drive-through or turnaround area

### **\$15 fine**

- Parking in an Emergency Personnel Only or Restricted Zone
- Parking on a sidewalk or lawn
- Driving a motor vehicle on pedestrian walkways

### **\$20 fine**

- Not having a parking permit

### **\$30 fine**

- Parking in a handicapped parking space



University of  
**Pittsburgh** | Bradford

300 Campus Drive  
Bradford, PA 16701

[upb.pitt.edu/secbro](http://upb.pitt.edu/secbro)

## Why This Brochure?

### It's the Law

Federal and Pennsylvania state laws mandate that you receive a brochure like this and dictate much of the information that is included.

### It's the Law

This brochure goes beyond state and federal requirements, offering safety tips and other information to benefit everyone in the Pitt-Bradford community. Some of this information may be disturbing to read, such as the section on sexual assault. **Remember that knowledge is power.** Open, frank discussions about crime lead to better prevention and enhanced safety. Additional copies of **For Safety's Sake** are available by writing to:

**Pitt-Bradford Police Department**  
**300 Campus Drive**  
**Bradford, PA 16701**

Or, you can visit the police department website at [upb.pitt.edu/campus-police-and-safety](http://upb.pitt.edu/campus-police-and-safety).

## Right to Know Information

- Pitt-Bradford is responsible for complying with Chapter 3 of the Pennsylvania Uniform Crime Reporting Act and with the federal Jeanne Clery Act. If you have a question or concern regarding these acts, please contact Lieutenant Richard Harsen at the Bradford Campus at **814-368-3211**.
- The federal Equity in Athletics Disclosure Act requires certain institutions of higher education, including the University of Pittsburgh, to prepare an annual report relating to intercollegiate athletics participation, staffing, revenues, and expenses by men's and women's teams. Students, prospective students, and others may review the University's Bradford campus report by inquiring at the Athletic Department at **814-362-7520** or online at [athletics.pittbradford.org/information/EADA\\_Reports/EADA\\_Report](http://athletics.pittbradford.org/information/EADA_Reports/EADA_Report).
- In accordance with federal Student Right to Know regulations, information about the Bradford campus graduation rate is available by contacting the Office of Enrollment Services at **814-362-7602**.