



# Campus *Safety*

2020 ANNUAL CAMPUS SECURITY  
& FIRE SAFETY REPORTS

REFLECTS STATISTICS FOR  
JANUARY 2019 – DECEMBER 2019

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## Letter from the Vice President of Public Safety



The Jefferson Security Department's daily mission is to provide a safe and secure environment for all persons visiting and working on our campus.

The brave men and women of our Security Department make every endeavor to maintain an acceptable level of order and safety throughout our campuses. While our primary mission is the protection of persons and property, our plan requires that all security personnel have an obligation to possess a demeanor of "good will" and "service".

To ensure your protection, officers and supervisors are on duty at all times. We also maintain 24hour campus Security Response Centers on our main campuses, and we are in two-way radio communication with all officers and supervisors on duty. We encourage you to contact us with any concern, as we are always willing to respond and support any situation that has even the slightest potential to disrupt our campus environment. Our department also includes an investigative unit staffed with highly experienced investigators. We provide follow-up inquiry and reassurance to eliminate any situation brought to our attention that could upset the campus environment.

Although we work diligently at our mission, we need your support and participation. We encourage you to always be aware of your surroundings, properly secure your personal property, and contact us with any concern no matter how small. Together we can ensure a safe campus environment. Please take the opportunity to browse our website at [www.jefferson.edu/ security](http://www.jefferson.edu/security) where you will find useful information on safety and security while visiting our campuses.

On behalf of the dedicated and courageous men and women of the Security and Police Departments, I welcome you to Jefferson.

**Joseph E. Byham, MAS, CPM, CHSP**

Vice President of Public Safety

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# Campus Security

## SEPARATE CAMPUSES

**All policy statements contained in this report apply to all Jefferson campuses unless otherwise indicated**

## PUBLIC SAFETY

### Introduction

Jefferson is pleased to comply with state (The College and University Security Information Act [PA Act 73, 1988]) and federal (the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended) laws requiring that colleges make security information and campus crime statistics available to all prospective and current students and employees. This report summarizes crime prevention policies and refers the reader to the sources of the complete policies. Campus crime statistics, if not enclosed in this report, are available from the Department of Public Safety. This report is updated and published annually by the Department of Public Safety.



## ANNUAL DISCLOSURE OF CRIME STATISTICS

Each year the Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The full text of this report can be found online at [https://www.jefferson.edu/university/security/crime\\_reporting/crime\\_report.html](https://www.jefferson.edu/university/security/crime_reporting/crime_report.html). The report is prepared in cooperation with local law enforcement, Offices of Student Life and Student Affairs, the Athletics Department, Office of Legal Affairs, and other University stakeholders. Jefferson's crime statistics are compiled from reports to Public Safety, designated Campus Security Authorities, and outside law enforcement.

Daily Fire and Crime Logs are available at the Department of Public Safety's headquarters in Jefferson's Center City and East Falls Campuses. These logs include the incident type, the date an incident is reported, the date and time of occurrence and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Department posts information to the Daily Crime and Fire Logs within two business days of receiving a report.

Enrolled students, faculty, and staff are notified about the publication of the Annual Campus Security Report each year via email, which includes how to access the report on Jefferson's website. Copies of this report may also be obtained at the Department of Public Safety's Center City and East Falls Campus locations.

## OUR CAMPUSES

Jefferson supports six educational campuses. In Pennsylvania, these include Center City, East Falls, Dixon in Horsham, Bucks County, and the Jefferson Institute for Bioprocessing (JIB) located in Spring House. Jefferson also supports a New Jersey campus located in Voorhees Township. Regardless of location, students, employees, and visitors can be assured that the University places a high priority on personal safety and security.

### Center City Campus

The Center City Campus is located between 8th and 11th Streets and Chestnut and Locust Streets in Philadelphia. The Center City Campus is home to many of the University's health profession educational programs as well as more than 6,000 full-time and part-time employees in its administrative, patient care, academic and research sectors. The Center City Campus offers student housing and annually accommodates approximately 500 students.

### East Falls Campus

Jefferson East Falls is located at 4201 Henry Avenue in Philadelphia, where the campus borders Fairmount Park. The East Falls Campus is home to undergraduate and graduate students pursuing studies in a variety of disciplines. Approximately 1,000 students live on campus. During the 2020-2021 academic year, in accordance with COVID-19 related restrictions imposed by the City of Philadelphia and Commonwealth of Pennsylvania, the University leased rooms at the Hilton Hotel, located at 4200 City Avenue, Philadelphia, PA, to house returning upper class students.

### Dixon Campus - Horsham

The Jefferson College of Nursing's Dixon Campus relocated in 2020 from Abington-Willow Grove to 300 Lakeside Drive, Horsham, PA 19044. The Dixon Campus does not offer student housing.

### Bucks County Campus

Jefferson's Bucks County Campus occupies an office suite on the 1st floor of the Bucks County Technology Park located at 4800 East Street Road in Trevoze. The Bucks County Campus does not have student housing.

### Spring House Campus

Jefferson Institute for Biotechnology is located in the Spring House Innovation Park, a 133-acre campus with 11 buildings. JIB's address is Building 6, 727 Norristown Road, Spring House, PA 19002. Jefferson leases the entire building for its educational endeavors. The Spring House Campus does not offer student housing.

### Voorhees Township, New Jersey Campus

Jefferson's New Jersey Campus supports its Physician Assistant Program and, as of 2019, is located at 443 Laurel Oak Road in Voorhees, which is a building owned and maintained by Jefferson. The campus was previously located in Atlantic City in space leased from Stockton University. In the fall of 2018, the Atlantic City location was home to 69 enrolled students and two non-student personnel. The Atlantic City Campus did not include student housing nor does the Voorhees Township Campus.

## DEPARTMENT OF PUBLIC SAFETY AUTHORITY & JURISDICTION

The Department of Public Safety oversees the safety and security of Jefferson's educational campuses. The Department supports Jefferson's educational goals by providing 24-hour quality police, safety, and security for the Center City and East Falls campus communities in Pennsylvania and the Voorhees Township Campus in New Jersey. The Department interfaces regularly with private security hired to ensure the safety of its Bucks County, Pennsylvania Campus. It also supports the Dixon and Spring House Campuses.

Jefferson employs more than 100 security professionals throughout the enterprise. These include Directors, Supervisors, Police and Security Officers, Fire Marshalls, communication staff, and administrative personnel. The Department and its officers are committed to improving the quality of life of students, faculty, staff, and visitors by providing a safe campus environment. The Department strives to protect persons and property, while enforcing federal, state, and local laws, as well as Jefferson policies.

The University's Police Officers are sworn armed officers under PA Act 501. They are empowered to make arrests on Jefferson owned or leased property as well as in the areas immediately adjacent to Jefferson property. Jefferson's Security Officers are trained under Pennsylvania Act 235 and are not authorized to make arrests. Security Officers receive recruit in-service training and have opportunities for additional on the job training to maintain their skills, including in the areas of patrol procedures, emergency response, CPR, first aid, and report writing. When crime occurs on Jefferson property, Security Officers will detain the suspect until Jefferson Police or municipal police arrive.

# Jefferson's Department of Public Safety

## CENTER CITY CAMPUS

### FOR EMERGENCIES:

Department of Public Safety from an on-campus phone .....	811
Department of Public Safety from a cell or off-campus phone .....	215-955-8888
Philadelphia Police Department/EMS from a cell or off-campus phone .....	911
Counseling Services, during office hours .....	215-503-2817
Student Health Services, during office hours.....	215-955-6835

#### **Vice President of Public Safety**

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#### **Security Command Center**

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#### **Senior Investigator**

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#### **Investigator**

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# Jefferson's Department of Public Safety

## EAST FALLS CAMPUS

### FOR EMERGENCIES:

Department of Public Safety from an on-campus phone .....	2999
Department of Public Safety from a cell or off-campus phone .....	215-951-2999
Philadelphia Police Department/EMS from a cell or off-campus phone .....	911
Counseling Services, during office hours .....	215-951-2868
Student Health Services, during office hours.....	215-951-2986

#### Director of Public Safety

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# Jefferson's Department of Public Safety

## DIXON CAMPUS - HORSHAM

### FOR EMERGENCIES:

Horsham Township Police Department .....	911
Department of Public Safety from an off-campus phone.....	(215) 481-2828
Counseling Services, during office hours.....	(215) 481-5564

#### Director of Public Safety

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The Dixon Campus in Horsham is patrolled by private security hired by Jefferson. The campus is also supported by Jefferson's Abington Department of Public Safety, which shares jurisdiction for the buildings and grounds for the purposes of documenting reported crimes with Jefferson's Center City Department of Public Safety.

## VOORHEES, NEW JERSEY CAMPUS

### FOR EMERGENCIES:

Department of Public Safety .....	(856) 532-6999
Voorhees Township Police/EMS from an off-campus phone.....	911

Security is provided to the Voorhees Township Campus by the Department of Public Safety, located at Jefferson Strafford Hospital, a short distance from the Voorhees Campus. Jefferson Public Safety actively patrols the Voorhees Campus on a daily basis and responds to emergencies as well as lesser concerns. Jefferson's East Falls Department of Public Safety maintains jurisdiction for the buildings and grounds for the purposes of documenting reported crimes.

## BUCKS COUNTY CAMPUS

Jefferson does not have on-site University security personnel at the Bucks County Campus. The campus receives unarmed private security provided by the building management company. The private security does not have arrest authority and jurisdiction applies only to the building and grounds at the location. Jefferson's East Falls Department of Public Safety maintains jurisdiction for the office suite and public areas of the buildings and grounds for the purposes of documenting reported crimes and reviews reports for the consideration of issuing a timely warning to students.

## SPRING HOUSE CAMPUS

Jefferson does not have on-site University security at the Spring House Campus. Jefferson's Center City Department of Public Safety maintains jurisdiction for the office suite and public areas of the buildings and grounds for the purposes of documenting reported crimes and reviews reports for the consideration of issuing a timely warning to students.



# Jefferson's Annual Safety Report

## OUR STATISTICS

With so many individuals passing through each of our campuses every day, it is no surprise that occasionally we have incidents that require our Public Safety Department's expertise. In keeping with a state mandated program for uniform reports, we publish information related to these incidents.

In compliance with the Pennsylvania Crime Awareness Law, Jefferson Public Safety opens daily incident logs to students, media and the public during regular office hours Monday through Friday.

## RELATIONSHIP WITH LOCAL AUTHORITIES

Jefferson's Department of Public Safety has no formal Memorandum of Understanding with any municipal police department. Jefferson has an excellent working relationship with the municipal police departments that surround each of its campuses. These include:

- Center City Campus – Philadelphia Police Department (6th District)
- East Falls Campus – Philadelphia Police Department (39th District; 19th District for 2020-2021 academic year while students reside at the Hilton Hotel)
- Dixon Campus – Abington Township and Horsham Township Police Departments
- Bucks County Campus – Bensalem Police Department
- Spring House Campus – Lower Gwynedd Police Department
- New Jersey Campus – Voorhees Township Police Department

The Department also has an established working relationship with PATCO Police, SEPTA Police and state and federal law enforcement agencies.

## CRIME REPORTING & INVESTIGATION PROCEDURES

Jefferson encourages all members of the University community to report to the Public Safety Department any crime or emergency occurring on campus, on public property within or immediately adjacent to campus, or in non-campus buildings or property that Jefferson owns or controls. Knowing about campus crimes makes it possible

for Jefferson to address and to implement policies and procedures designed to prevent them. In addition, Jefferson has obligations under federal and state law to compile and report statistics on the occurrence of campus crimes.

Importantly, reporting crimes allows Jefferson to ensure its statistics are complete and accurate. A report may be made on a confidential basis, and may omit the names of the victim and alleged perpetrator. While this may impact Jefferson's ability to investigate and address the crime, it will allow Jefferson to include the crime for statistical purposes. Individuals may also report anonymously via the Public Safety Department's 24-hour recorded phone line for reporting: **215-955-5678 (5-5678** from a Center City campus phone). Additional information is addressed in Jefferson's Crime Reporting and Investigation Policy 119.04 and its Sex and Gender-Based Misconduct Policy.

## CENTER CITY, EAST FALLS, DIXON, AND VOORHEES CAMPUSES

Public Safety will assist all students, employees, visitors and patients who are victims of a crime, by advising and / or contacting the appropriate agency. Victims of any crime, whether or not it is on one of Jefferson's campuses, are urged to report said crime promptly to the appropriate police department or other law enforcement agency. In cases of emergency, please call 911. Under other circumstances, please call:

### Center City Campus:

- Department of Public Safety (215) 955-8888 or 811 from a campus phone
- Philadelphia Police Department (6th District) (215) 686-3060

### East Falls Campus:

- Department of Public Safety (215) 951-2999 or 2999 from a campus phone
- Philadelphia Police Department (39th District) (215) 686-3390

### Dixon Campus:

- Abington Department of Public Safety (215) 481-2828
- Horsham Township Police Department (215) 643-8284

### Voorhees Township Campus:

- Department of Public Safety (856) 532-6999
- Voorhees Township Police Department (856) 627-5858

## Bucks County and Spring House Campuses

All criminal incidents or other emergencies that occur at Jefferson's Bucks County Campus or Spring House Campus should be immediately reported to the local police by calling 911. Under other circumstances, please call:

### Bucks County Campus

- East Falls Department of Public Safety (215) 951-2999
- Bensalem Police Department (215) 633-3700

### Spring House Campus

- Center City Department of Public Safety (215) 955-8888
- Lower Gwynedd Police Department (215) 646-5300

## CRIMINAL ACTIVITY OFF-CAMPUS

Jefferson does not specifically monitor or record criminal activity by students at off-campus locations of student organizations. Jefferson does not officially recognize off-campus students groups.

## CAMPUS SECURITY AUTHORITIES

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" requires the University to collect and disclose crime data from the local police and Campus Security Authorities (CSA). The intent of including non-law enforcement personnel as Campus Security Authorities (CSA) is to acknowledge that many individuals and students in particular are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other Campus-affiliated individuals. The function of a Campus Security Authority (CSA) is to report to the Department of Public Safety, those allegations of Clery Act crimes that are made in good faith. A Campus Security Authority (CSA) is not responsible for determining whether a crime took place—that is the function of law enforcement personnel. Once a report is received, it must be forwarded to the Department of Public Safety. A representative of the Department of Public Safety will be available to assist you to determine what information should be reported and to work with you in maintaining the privacy of the individual. Reports filed in this manner are counted in the crime statistics for the University, but the identity of the victim is kept confidential.

The law defines "Campus Security Authority" as "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline, and campus judicial proceedings." Individuals at Jefferson who meet the CSA criteria include, but are not limited to, the following:

- Student Affairs and Student Life officials who oversees student housing, a student center, or student extracurricular activities;
- Athletics Director and coaches
- A faculty advisor to a student group
- Housing and Residential Life staff including student residential assistants
- Title IX Coordinator
- Public Safety

Professional mental health and religious counselors are exempt from reporting obligations, but may refer individuals to a confidential reporting system. Jefferson's professional counselors are encouraged to tell their clients about the incident reporting procedures; reports (actual, confidential reports, or anonymous reports) are extremely valuable in order to prevent further victimizations and to obtain a more accurate portrait of University crime. In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of anonymity. In such circumstances, crime victims are encouraged to consider making a voluntary, confidential report to one of the designated exempt Campus officials for inclusion in the annual disclosure of crime statistics. At a minimum, crime victims will receive valuable counseling and referral information.

Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and will provide a more accurate portrait of actual campus crime. Remember, help is available. All you need to do is ask. Retaliation against an individual who has, in good faith filed a complaint, is strictly prohibited and will not be tolerated. Retaliation is any action that adversely affects the academic, employment, or other institutional status of a student or employee of Jefferson, in addition to an applicant for admission or employment and a visitor. Examples of retaliation include, but are not limited to: denial of promotion, non-selective/refusal to hire, denial of job benefits, demotion; suspension, discharge, threats, reprimands, negative evaluations, harassment, or other adverse treatment that is likely to deter reasonable people from pursuing their rights.

## TIMELY WARNING PROCEDURES

### **JeffAlert: Notification to the Jefferson Community About an Immediate Threat**

#### **Center City, East Falls, Dixon, and Voorhees Campuses**

In the event that Public Safety receives a report of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Jefferson community, the Communications Center Dispatcher will notify the highest ranking Public Safety Supervisor on duty.

Jefferson's Public Safety will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation through the JeffAlert notification system. The Department of Public Safety is responsible for confirming a significant emergency or dangerous situation exists. Confirmation will be obtained through direct interaction with Jefferson security personnel, or through consultation with local police, Pennsylvania State Police, New Jersey State Police or Federal Agencies. The University evaluates the type of emergency, the section of campus affected, and its consultation with emergency responders to determine what campuses should be notified.

The Department of Public Safety collaborates as necessary with appropriate University and law enforcement authorities to develop the content of the message. The Department of Public Safety will initiate a text message, email, phone call or posters with the assistance of the Emergency Management Team, time permitting. In the event of an immediate threat to the health or safety of students and employees occurring on campus follow-up information will be provided through the use of email, text message, signs, posters, or web postings. This action will take place without delay and take into account the safety of the community. Additional JeffAlerts may be initiated to provide follow-up information regarding the situation.

The notification system will not be used if, in the professional judgment of responsible authorities, it compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The University conducts numerous emergency response exercises each year such as table top exercises, task specific drills, and internal and external tests of the emergency notification system. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

The University's Emergency Guide and Emergency Operations Manuals include information about the Emergency Management Team and University operating status parameters; incident priorities and performance expectations; evacuation guidelines; and contingency planning. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

#### **Bucks County and Spring House Campuses**

The Bucks County Campus will be contacted by the East Falls Department of Public Safety in the event of an emergency and the Spring House Campus will be contacted by Center City Public Safety. Jefferson Public Safety will work with local law enforcement to confirm the threat and take subsequent steps as appropriate.

## TESTING OF JEFFALERT SYSTEM & EVACUATION PROCEDURES

Jefferson regularly tests its JeffAlert system and evacuation procedures, including tests on at least an annual basis. The tests may vary in type and may be announced or unannounced. The tests will be scheduled in advance (even if not announced publicly), contain drills to test procedural operations, exercises to test coordination of efforts, contain follow-through activities to review the test and be designed for assessment and evaluation of emergency plans and capabilities. Each test is documented in writing, including a description of the exercise, the date, the time the test started and ended and whether the test was announced or unannounced.

Jefferson also regularly publicizes its emergency response and evacuation procedures via email in conjunction with at least one test per year.

## COMMUNICATION WITH THE SURROUNDING COMMUNITY

Jefferson endeavors to keep the outside community apprised of emergency situations on campus that may impact the area at large. During emergency situations, Jefferson may provide information to the outside community through its media relations personnel, on its website, through its social media platforms, (including Facebook, Instagram and Twitter), through communications with nearby community groups and through communications with local police.

# Emergency Preparedness

## EMERGENCY RESPONSE & EVACUATION PROCEDURES

### FIRE

#### Employee and Staff Response

Upon discovery of a fire condition, employees and staff (including Physicians and Licensed Independent Practitioners) who are present shall follow the procedures outlined by the **RACE** acronym:

- **R – RESCUE** Rescue anyone from immediate danger.
- **A – ALARM** Pull the nearest fire alarm pull station and call Jefferson Public Safety at 811 or 77 (Center City), 2999 (East Falls), 2828 (Abington-Willow Grove), (856) 532-6999 (Voorhees) and/or call 911 in areas not serviced by the Department. Attempt to provide exact location and details of fire.
- **C – CONFINE** Confine by closing doors in the fire area to contain smoke and heat.
- **E – EVACUATE** Evacuate away from smoke and heat. **EXTINGUISH** Extinguish small fires.
- Do not re-enter the building until authorized to do so by emergency personnel.

All employees and staff should know how to use a fire extinguisher. The acronym **PASS** is used to remember steps to properly use a fire extinguisher:

- **P – PULL** the pin between the extinguisher's handles.
- **A – AIM** the nozzle at the base of the fire. You should stand 6-10 feet away from fire.
- **S – SQUEEZE** the handle of the fire extinguisher.
- **S – SWEEP** the nozzle from side to side across the base of the fire.

### BUILDING EVACUATION

- When instructed follow evacuation procedures for the area or department.
- DO NOT use elevators.
- Take personal belongings (ID, keys, purses, wallets, etc.).
- Upon exiting, proceed to your building relocation site to begin the accountability process.

### SHELTER-IN-PLACE

- Purpose: To shelter occupants inside the building in the event of a hazardous/biological material or other emergency incident outside the building.
- When notified, go inside the nearest building and report to the building's shelter area.
- Close all windows and doors.

### SUSPICIOUS PACKAGES

- Any package found or received that arouses concern.
- Do not touch or disturb the object or package.
- Call Public Safety. For areas not serviced by Public Safety call 911.
- Notify your supervisor.

### SUSPICIOUS BEHAVIOR

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call Public Safety. For areas not serviced by Public Safety call 911.
- Notify your supervisor.

### BOMB THREAT

- Remain calm.
- Get as much information as possible from the threatening caller.
- Call Public Safety. For areas not serviced by Public Safety call 911.
- Notify your supervisor.

## ACTIVE SHOOTER RESPONSE

### Run

- Have an escape route.
- Evacuate even if others don't agree to follow.
- Leave belongings behind.
- Help others escape if possible.
- Keep hands visible.
- Follow instructions of police.
- Do not attempt to move wounded people.
- If you are a patient care provider there may be times when you have to leave your patients to save your own life.

### Hide

- Hide out of view.
- Lock or barricade door if possible.
- Silence cell phones and other devices.
- Turn off noise sources.
- Close doors and curtains.
- Hide behind large items.
- Remain calm and quiet.

### Act

- Attempt to disrupt or incapacitate the shooter.
- Act aggressive.
- Throw items.
- Use improvised weapons.
- Yell.
- Commit to whatever actions are necessary for you to survive.

### Once Safe and Secure

- Call security.
- For areas not serviced by security call 911.
- Alert dispatcher of the active shooter location.
- If unable to speak, leave the line open so the dispatcher can listen.

### When Law Enforcement Arrives

- Remain calm and follow officers' instructions
- Put down any items in hands
- Immediately raise hands and keep them visible
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or direction when evacuating
- Proceed in the direction in which officers are entering the area

## SECURITY OF & ACCESS TO ON-CAMPUS HOUSING & OTHER JEFFERSON BUILDINGS

Jefferson students have the option to reside in on-campus housing in Center City and in East Falls. Jefferson offers students single, double, triple and quad styled accommodations as well as single sex and coed options. Jefferson maintains a variety of programs and policies to help ensure the safety of our students.

The following are applicable to Jefferson's student housing:

- Central dispatch for on-campus emergencies **811 in Center City and 2999 in East Falls.**
- 24-hour front desk coverage in the residence halls requiring guest sign-in and/or photo identification whenever possible.
- Automated front and fire door locking devices that prevent unauthorized entry in the residence halls, but allow safe, easy exit in case of fire or other emergency.
- Safety awareness and crime prevention programs featuring a variety of practical self-protection seminars.
- In the residence halls, doors are equipped with locks and one-way door viewers, and security conducts regular interior and exterior patrols.

The following are applicable to Jefferson's educational campuses, including campuses without student housing:

- Closed-circuit TV in many locations.
- Security education and awareness programs are presented annually at orientation sessions. Each student is provided with security information and enforcement procedures for housing policies.
- Card and keypad access in many buildings across all campuses.
- Security lighting throughout, including in parking areas.
- Public Safety or private security regular presence and interior and exterior patrol.

## MAINTENANCE OF CAMPUS FACILITIES

### Center City, East Falls, Dixon, and Voorhees Campuses

The Public Safety staff work with the Facilities office to periodically check the lighting as well as trim shrubs, hedges, and trees. In addition to the Department of Public Safety, the Campus community may file Facilities work requests to address safety issues as well as general maintenance requests. The Facilities Office manages requests with TMA software system. Safety related problems are given a high priority in the system. Requests are regularly monitored so problems are addressed in a timely and efficient manner.

### Bucks County Campus

The Bucks Campus is maintained by the Bucks County Technical Park. The Security staff monitors the building and grounds for safety considerations such as lights, locks, building access and parking lot conditions.

### Spring House Campus

The Spring House Campus is maintained by the Spring House Innovation Park. The Spring House Innovation Park staff monitor the building and grounds for safety considerations such as lights, locks, building access and parking lot conditions.

## Policy Information

## EDUCATION PROGRAMS

Public Safety personnel participate in mandatory orientation programs for new students and employees and train incoming Jefferson personnel about campus safety and crime prevention. In addition, orientation programs address issues related to risk management and bystander intervention. Additional voluntary programming is provided throughout the year by the Public Safety Department, including annual “Street Smarts” programs and other topics addressed in connection with campus partners such as the Department of Housing and Residence Life and the Student Personal Counseling Center.

## ALCOHOL & DRUG POLICIES

Jefferson expects all students, faculty and staff to adhere to all federal, state or local laws regarding the unlawful possession, use or distribution of alcohol, drugs, and illegal substances. The University is required by law to inform students, faculty and staff of the sanctions which may be imposed on them for violations of those laws. In addition, Jefferson is required to inform students, faculty and staff of the standards of conduct, University penalties, health risks, and counseling options as they pertain to substance abuse. All members of the Jefferson community are hereby notified of the primary components of the Substance Abuse Prevention Policy in compliance with Drug-Free Schools and Community Act of 1989 and subsequent amendments.

## DRUG & ALCOHOL POLICY

**Policy Number: 200.75**

### Purpose

Jefferson recognizes that continued excellence in education, patient care and research depends greatly on the ability of students and employees to execute their responsibilities in a manner reflecting the highest standards of competency and safety.

In compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act, Jefferson maintains a drug-free campus and prohibits the unlawful manufacture, distribution, dispensing, use or possession of illicit drugs or alcohol on its campuses or as part of any university activity. To comply further with the Act, the following information is made available to all students, volunteers, independent contractors, medical staff and employees at Jefferson.

### Policy

These standards and regulations apply to all students, volunteers, independent contractors, medical staff and employees at Jefferson and are designed to prevent substance abuse in Jefferson’s environment.

### Prohibited Drugs

For purposes of this section, prohibited drug is any drug made illegal as a matter of federal, state, or local law, which is not legally obtainable as a matter of federal, state, or local law; or one which is legally obtainable but has not been legally obtained or used. The term includes prescription drugs not legally obtained, prescription drugs that were prescribed for someone else, and any drugs that have been knowingly misused.

- Any individual reporting to work or to provide services or student attending class or a clinical assignment under the influence of prohibited drugs or who has a positive drug screen will be subject to disciplinary action, up to and including termination of employment or affiliation.
- Any individual, who uses, possesses, manufactures, sells, or distributes prohibited drugs while on Jefferson property or at an off campus clinical site will be subject to disciplinary action, up to and including termination of the applicable relationship.
- Any individual, who diverts medication for personal or other use, will be subject to disciplinary action, up to and including termination of the applicable relationship.
- In appropriate cases, the individual may be reported to law enforcement authorities or the applicable licensing bodies.

## Medication

Controlled substances legally prescribed by a licensed physician, as well as some other medications, can influence performance and behavior. For this reason, individuals should obtain from their physicians information regarding any potential impairment by such medications **and refrain from use of medications that may cause impairment** during working hours. Where an impairment potential exists, the individual must inform Employee Health (managers should not have access to employee medical information)The employee or student may be referred by his/her manager or clinical supervisor to Jefferson Occupational Health Network (formerly University Health Services and Healthmark) for assessment.

Jefferson will seek to accommodate a legally certified medical marijuana user when possible and appropriate depending on the employee's job functions and ability to maintain the safety of patients and others. An employee who obtains a registration card from the state's recognized agent to certify medical marijuana must submit a copy of the registration card with a letter to Jefferson Occupational Health Network requesting a reasonable accommodation. Jefferson will then enter into a discussion with the individual and, where applicable, the employee's health care provider to determine if such accommodation is reasonable and appropriate under the circumstances. Use of marijuana, including medical marijuana, by employees, students, medical staff, or volunteers on Jefferson property or at any place of employment at Jefferson is prohibited. Anyone using or under the influence of marijuana or medical marijuana in the workplace may be subject to disciplinary action up to and including termination of employment or the applicable relationship.

## Alcohol

Pennsylvania and New Jersey law forbid a person less than 21 years of age to attempt to purchase, consume, possess, or transport any alcoholic or malt or brewed beverage within the Commonwealth. Violation of this law could result in disciplinary action including suspension or dismissal from the University.

Thomas Jefferson University Policy 117.03 addresses the University's position regarding possession and use of alcoholic beverages by students on campus.

No employee, volunteer, medical staff member, or independent contractor shall report to work or perform services for Jefferson and no student shall report to class or to any clinical assignment under the influence of alcohol or alcoholic beverages. The use, sale, distribution, or possession of open containers of alcohol or alcoholic beverages by any individual while at work, on Jefferson property, or student during academic classroom time or during any clinical responsibilities is prohibited.

**Any employee student, or other individual in violation of this section will be subject to disciplinary action, up to termination of the applicable relationship.**

## Counseling

Employees may seek assistance for referral and treatment for drug addiction and/or alcohol dependence through the applicable Employee Assistance Program, or through Jefferson Occupational Health Network. Students may seek assistance through the Student Personal Counseling Center or through Jefferson Occupational Health Network. **It is each employee and student's responsibility to seek and accept assistance before alcohol and drug problems lead to an event or situation warranting disciplinary action.** An employee or student's decision to seek such assistance will not be used as the basis for disciplinary action, and will not be used against the employee or student in any disciplinary proceeding. The completion of an appropriate rehabilitation program may include a Memorandum of Agreement (need same Agreement for the enterprise) for Continuation of Employment with random drug/alcohol testing.

**At the same time, alcohol or drug use and/or addiction will not be an acceptable excuse for behavior that violates this or any other Jefferson policy. Furthermore, it will not be an excuse for poor performance by employees, nor for sub-par academic performance by students.**

## Drug and Alcohol Screening

Screening for drugs and alcohol may be required of employees, students and members of TJUH's Medical Staff or Other Professional Personnel ("OPP") for the following reasons:

- Pre-employment screening for employees and students electing to take paid positions at Jefferson;
- Pre-appointment screening to the Medical Staff or OPP
- Pre-placement prior to a rotation at an outside site, if required by the outside institution;
- For reasonable suspicion.

Employees, students, and members of the Medical Staff or OPP will sign consent for testing with acknowledgement that the results of the tests may be shared with Jefferson administrators. **Refusal to sign the consent or submit to drug and alcohol screening will have the same effect as a positive test result.**

## Reasonable Suspicion Screening

If a manager, administrator, instructor, or clinical supervisor in Pennsylvania reasonably suspects that an employee, student, or member of the Medical Staff or OPP is impaired while in class or unfit for duty, on the job or Campus, the supervisor must refer the employee or student to Jefferson Occupational Health Network for an evaluation. Jefferson – New Jersey will continue to follow its Impaired Associate Policy 608 (see Attachment 1) Please refer to and complete Appendix A to this policy, which includes some common signs of impairment. The results of the evaluation will be shared with the department of Human Resources or Jefferson administrators for further action or referral, if needed. Off hours evaluations will be performed through the Emergency Department of the hospital where the employee works. Information regarding the evaluation of suspected impairment done through outside institutions through the course of a student's placement will be shared with Jefferson Occupational Health Network and Jefferson administrators.

## Random Drug and Alcohol Testing

Jefferson may require random drug and/or alcohol testing of an employee who has undergone drug or alcohol rehabilitation, **even in the absence of evidence that the employee is impaired**, if Jefferson reasonably believes that the employee would pose a direct threat in the absence of such testing. In determining whether to require that an employee submit to drug and/or alcohol testing in such a situation, Jefferson will consider the safety risks associated with the position the employee holds, the ability of the employee to satisfactorily to do his or her job, the reason(s) the employee will pose a direct threat, and other relevant factors.

## Awareness/Training

Jefferson will promote awareness of the effects of drug and alcohol abuse through a variety of means, including training programs, articles in Jefferson publications, and the periodic distribution of informational literature on the topic.

## Disciplinary Sanctions

It is expected that students and employees will comply with all Jefferson policies and the laws regulating alcohol and prohibited drugs.

- Students who fail to comply will be subject to disciplinary action as published in the Statement of Student Rights, Freedoms and Responsibilities.
- Employees who fail to comply will be subject to disciplinary action pursuant to Jefferson policies and practices. These disciplinary sanctions may include suspension or termination.

## WEAPONS POLICY

### Policy Number: 131.01

The purpose of this policy is to ensure the safety and protection of all students, employees, patients, contractors, and visitors to Thomas Jefferson University and Jefferson Health campuses.

### Definitions

Firearms, imitation firearms, explosives, knives, brass knuckles, devices capable of discharging a projectile, illegal weapons as defined by law and any other item that can be used as an offensive weapon are prohibited. Any questions about whether an item is covered by this policy should be directed to the Public Safety Department for clarification. All persons will be held directly responsible for making sure beforehand that any potentially covered item possessed is not prohibited by this policy.

Jefferson property covered by this policy includes, without limitation, all Jefferson owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, plazas, and parking lots and garages under Jefferson's ownership or control. Jefferson vehicles are also covered by this policy at all times regardless of whether they are on Jefferson property at any time. This policy also prohibits weapons at any Jefferson sponsored function, such as parties or picnics.

### Policy

Jefferson prohibits all persons who enter any Jefferson property from carrying a handgun, firearm, or prohibited weapon of any kind onto any Jefferson property regardless of whether the person is licensed to carry the weapon.

This policy applies to all Jefferson students, employees, contractors, patients, contractors and visitors on Jefferson property, and customers and contractors on Jefferson property, regardless of whether they are licensed to carry a concealed weapon. The only exceptions to this policy will be on duty law enforcement personnel, uniformed law enforcement officers, or other persons who have been given written consent by Jefferson's Security Directors to carry a weapon on the property. Security Directors or their designees may provide a temporary exception.

All Jefferson employees are also prohibited from carrying any weapon while in the course and scope of performing their job for Jefferson, whether or not they are on company property, and whether they are licensed to carry a firearm. Employees may not carry any weapon covered by this policy while performing any task on Jefferson's behalf. Violators of this policy are subject to disciplinary action up to and including termination/expulsion.



## MISSING STUDENT NOTIFICATION POLICY & PROCEDURES

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, they must immediately notify Jefferson Public Safety by calling **811 or 215-955-8888** on the Center City Campus, or by calling **2999 or 215-951-2999** on the East Falls Campus. Public Safety will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to

be contacted in the event the student is determined to be missing (“the Missing Student Contact”). This Missing Student Contact’s information will be maintained separately from the student’s general emergency contact information.

A residential student on the Center City and East Falls Campuses can identify a Missing Student Contact while completing their on line Housing Application. This includes students who request to move on campus mid-year. The application must be updated annually.

Missing Student Contact information will be registered confidentially and accessible only by authorized campus officials and, in furtherance of a missing person investigation, to law enforcement personnel. If a Missing Student Contact is not specifically elected, Jefferson will contact the general “emergency contact” person designated by the student on their emergency contact card.

Jefferson will notify the Philadelphia Police Department and the student’s Missing Student Contact within 24 hours after determining that the student is missing. If the missing student is under the age of 18 and is not an emancipated individual, Jefferson will also notify the student’s parent or legal guardian within 24 hours after determining that the student is missing.

## SEX & GENDER-BASED MISCONDUCT POLICY

**Policy Number: 117.01**

### I. Preamble

Jefferson is committed to fostering a safe living and learning environment for all members of the University community. This includes freedom from any form of discrimination or harassment. This policy sets forth Jefferson’s prohibition on sex and gender-based misconduct, including sexual violence. We expect community members to engage in relationships that are characterized by mutual respect and affirmative consent.

The University’s response to sex and gender-based misconduct seeks to balance the rights, needs and privacy of the parties, while maintaining the health and safety of the campus community. Emphasis is placed on education, violence prevention, providing supportive measures, and ensuring a vigorous enforcement of institutional policy and law.

### II. Policy Statement

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities that receive federal financial assistance. The University is committed to providing an environment free of discrimination on the basis of sex and to addressing any violation of its policies, even those not meeting the definition of “Sexual Harassment” adopted under this policy.

### III. Scope

This policy applies to all members of the University community, including but not limited to students, employees, volunteers, visitors, and any individuals having any official capacity at the University. This policy applies to conduct occurring in connection with an educational program, including conduct that occurs on University property, at University events or programs that take place off campus, and any off-campus or online behaviors that could reasonably create a hostile environment on campus or otherwise adversely affect the educational setting.

### IV. Sexual Assault Response

An individual who has experienced sexual assault (for purposes of this policy, the individual affected by the alleged misconduct will be referred to as the complainant) can call 811 or 215-955-8888 for Center City Campus Security or 215-951-2999 for East Falls Security, or 911 (Philadelphia Police Department). When a report of a sexual assault is made to University personnel on an emergency basis, Campus Security or other University personnel will escort the victim to a place of safety and will identify, secure and maintain the scene of the alleged assault or offense, as appropriate.

If there is a need to preserve evidence the Philadelphia Police Department will be contacted. Evidence of a sexual assault should be preserved as soon as possible, even if the reporting individual is unsure about reporting or filing criminal charges. If a sexual assault has occurred it is important for the complainant to seek medical attention as soon as possible to check for internal injuries, receive preventative treatment, and gather forensic evidence.

The complainant will be informed of the availability of immediate medical and/or psychological assistance, including treatment for emergent injuries at the nearest Emergency Department. Forensic medical examinations are not administered at Philadelphia emergency rooms and will be done by a Sexual Assault Nurse Examiner at the Philadelphia Sexual Assault Response Center (PSARC). If not an emergent situation requiring the close proximity of an Emergency Room, victims have the option of going directly to PSARC at 300 E. Hunting Park Avenue, Philadelphia, PA 19124, 215-425-1625.

PSARC provides forensic medical evaluation, injury documentation, forensic photography, pregnancy prevention, sexually transmitted infection prevention, HIV prevention, follow-up care, and court testimony. Victim advocacy and counseling is available through Philadelphia Center Against Sexual Violence (WOAR). WOAR has a 24-hour hotline (215-985-3333) and will arrange for a counselor to meet with you before, during, or after any forensic medical examination. For more information on assistance available, see the Campus/Community Services section of this policy.

In all circumstances, the complainant shall be informed of the procedures for filing criminal charges via the Philadelphia Police Department. If the complainant chooses to have police notified, security will immediately notify the Philadelphia Police and assist the complainant in the filing of the charges if requested. The Title IX Coordinator (detailed in Reporting) will be notified in order to maintain coordination of a University investigation and campus services.

## V. Consent

Consent to engage in sexual activity must be obtained from each partner and must exist from beginning to end of each instance of sexual activity. Consent must be clear, informed, knowing, and voluntary. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity. Note that, although consent may in some cases be demonstrated through nonverbal conduct alone, reliance on nonverbal conduct alone as an indication of consent could lead to misunderstandings. It is better to obtain a verbal indication of consent.

Consent is not effective if it results from the use of physical force, intimidation or coercion, or if the person is too incapacitated to provide informed, knowing and voluntary consent. If a partner becomes too incapacitated to consent during the course of sexual activity, there is no longer consent. Silence and/or a lack of resistance do not, by themselves, demonstrate consent. Use of alcohol or drugs shall not diminish one's responsibility to obtain consent, but may diminish one's ability to consent.

Consent to engage in sexual activity may be withdrawn by any party at any time. Withdrawal of consent must also be outwardly demonstrated by words and/or actions that clearly indicate a desire to end sexual activity. Note that, although withdrawal of consent may in some cases be demonstrated through nonverbal conduct alone, reliance on nonverbal conduct alone to withdraw consent could lead to misunderstandings. It is better to verbally withdraw consent by saying "no," "stop" or some other similar verbal communication. Once withdrawal of consent has been clearly expressed, sexual activity must cease. A previous sexual relationship and/or current relationship with a partner, do not, by themselves, imply consent.

## VI. Prohibited Behaviors

**Sex and Gender-Based Misconduct** is the overarching term used by the University to describe behaviors or offenses of a sexual nature that are committed against individuals who do not consent to them, which includes discrimination or harassment based on sex or gender. Sex and Gender-Based Misconduct is prohibited under this policy. Instances of Sex and Gender-Based Misconduct include, but are not necessarily limited to, unwanted sexual acts which are committed by coercion, force, intimidation, manipulation or otherwise without consent. While this policy prohibits discrimination based on sex in the form of disparate treatment, allegations of sex-based disparate treatment will be handled under the Code of Conduct and Policy Prohibiting Unlawful Discrimination, Harassment and Retaliation when alleged to have been committed by an employee of the University and under the procedures set forth by the Community Standards when alleged to have been committed by a student. The following are examples of behaviors or offenses that are considered acts of Sex and Gender-Based Misconduct.

### A. Sexual Harassment.

Sexual Harassment may involve unwelcome sexual, sex-based and/or gender-based verbal, written, on-line and/or physical conduct. Sexual harassment may include a range of subtle and overt behaviors and may involve individuals of the same or different sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Thomas Jefferson University recognizes that acts of Sexual Harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the offenses of quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

These specific categories of offense are defined as follows:

1. Quid Pro Quo Sexual Harassment:
  - a. an employee of the University,
  - b. conditions the provision of an aid, benefit, or service of the University,
  - c. on an individual's participation in unwelcome sexual conduct
2. Hostile Environment Sexual Harassment: Oral sex
  - a. unwelcome sex-based conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, pervasive and objectively offensive,
  - d. that it effectively denies a person equal access to Thomas Jefferson University's education program or activity.
3. Penetration (anal, vaginal, oral) with an object or body part
  - a. Sex Offenses, Forcible:
    - i. Any sexual act directed against another person,
    - ii. without the consent of the Complainant,
    - iii. including instances in which the Complainant is incapable of giving consent.
  - b. Forcible Rape:
    - i. Penetration,
    - ii. no matter how slight,
    - iii. of the vagina or anus with any body part or object, or
    - iv. oral penetration by a sex organ of another person,
    - v. without the consent of the Complainant.
  - c. Forcible Sodomy:
    - i. Oral or anal sexual intercourse with another person,
    - ii. forcibly,
    - iii. and/or against that person's will (non-consensually), or
    - iv. not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - d. Sexual Assault with an Object:
    - i. The use of an object or instrument to penetrate,
    - ii. however slightly,
    - iii. the genital or anal opening of the body of another person,
    - iv. forcibly,
    - v. and/or against that person's will (non-consensually),
    - vi. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- e. Forcible Fondling:
  - i. The touching of the private body parts of another person (buttocks, groin, breasts),
  - ii. for the purpose of sexual gratification,
  - iii. forcibly,
  - iv. and/or against that person's will (non-consensually),
  - v. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- f. Sex Offenses, Non-forcible:
  - i. Incest:
    1. Non-forcible sexual intercourse,
    2. between persons who are related to each other,
    3. within the degrees wherein marriage is prohibited by applicable law.
  - ii. Statutory Rape:
    1. Non-forcible sexual intercourse,
    2. with a person who is under the statutory age of consent of 16.
4. Dating Violence, defined as:
  - a. Violence,
  - b. on the basis of sex,
  - c. committed by a person,
  - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - i. The existence of such a relationship shall be determined based on the Complainant'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—
    - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - iii. Dating violence does not include acts covered under the definition of domestic violence.
5. Domestic Violence, defined as:
  - a. Violence,
  - b. on the basis of sex,
  - c. committed by a current or former spouse or intimate partner of the Complainant,
  - d. by a person with whom the Complainant shares a child in common, or
  - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence applicable state laws , or

g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence applicable state laws of.

\* To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

**6. Stalking, defined as:**

- a. Engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person, that
  - i. would cause a reasonable person to fear for the person's safety, or
  - ii. the safety of others; or
  - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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.
- ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

**B. Other Sex and Gender-Based Misconduct**

**Distinguishable from the above defined offenses that fall under the umbrella category of "Sexual Harassment", the below offenses are additionally prohibited by the University. These offenses will not trigger the same procedures as the offenses defined as Sexual Harassment, but will be handled, as applicable, through the procedures set forth in the Community Standards or pursuant to other Jefferson policies and procedures, including under the Code of Conduct. When conduct is alleged to include both Sexual Harassment and Other Sex and Gender-Based Misconduct, a determination may be made to include the below offenses in the same investigation and adjudication as the alleged Sexual Harassment and will alert the parties as to the applicable procedures.**

1. **Harassment** based on sex, but which does not satisfy the definition of Sexual Harassment under A2 above. Such harassment may include, but is not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.
  - b. conditions the provision of an aid, benefit, or service of the University,
2. **Discrimination** based on sex is any prohibited act or failure to act, based in whole or in part on a person's sex that has a negative impact on privileges, benefits, or working conditions, or results in unequal treatment of employees, applicants, students, patients, or other protected members of the Jefferson community.
3. **Sexual Exploitation** is an act of Sexual Misconduct in which a person exploits or takes advantage of another person in a sexual manner without consent. Examples of Sexual Exploitation include, but are not limited to, the following:
  - a. Recording (audio or video) or photographing sexual activity without the knowledge and consent of all parties involved
  - b. Electronic or printed transmission (posting online, texting, emails, etc.) of sounds or images of sexual activity without the knowledge or consent of all parties involved
  - c. Voyeurism (spying on others who are engaged in an intimate or sexual act)
  - d. Going beyond consent (having consensual sex but allowing other people to watch without the knowledge of the consenting party)
  - e. Prostituting another person
  - f. Public indecency (exposing yourself without consent)
  - g. Knowingly exposing an individual to a sexually transmittable infection or virus without his or her knowledge.
4. **Retaliation.** When an individual engages in action(s) or omission(s) intended to intimidate, threaten, coerce, discriminate or otherwise adversely affect a person who, in good faith, makes an allegation or report of sex or gender-based misconduct, participates or refuses to participate in an investigation, or participates or refuses to participate in the University's process for addressing allegations and/or incidents of sex or gender-based harassment, including offering or refusing to offer testimony, assistance, or cooperation.

## VII. Initial Procedures

### A. Reporting

The University encourages those subjected to Sex or Gender-Based Misconduct to report what occurred so they can get the support they need and the university can respond appropriately. **It is important to note that different employees on campus have different levels of responsibility to maintain a person's confidentiality. The following are reporting options that carry different levels of confidentiality.**

#### 1. Officials with Authority

The Title IX Coordinator and the Vice President of Human Resources are the University's designated officials with authority for purposes of this policy. A report to the Title IX Coordinator and/or the Vice President of Human Resources places the University on notice of the alleged events and triggers the University's obligation to respond to the allegations.

Both the Title IX Coordinator and the Vice President of Human Resources are authorized to institute corrective measures on behalf of the University. Should the complainant or a reporting party wish not to place the University on official notice of the allegations and not trigger the University's obligation to respond, they may discuss their concerns confidentially with the individuals or offices referenced below under Confidential Resources.

#### 2. Confidential Reporting

Specific employees of Jefferson may talk in confidence to a student subjected to sexual misconduct. If a student reports through these avenues, the University will be unable to conduct an investigation or pursue disciplinary action. Reporting to the following people will not trigger an investigation without consent:

- a. Student Personal Counseling Center in Center City (215-503- 2817) Counseling Services in East Falls (215-951-2868)
- b. Pastoral Care Program in Center City (215-955-6336)
- c. University Health Services in Center City (215-955-6835) Health Services in East Falls (215-951-2986)

#### 3. Non-Confidential Reporting

The majority of Jefferson employees are non- confidential and are expected to report information regarding an incident to the Title IX Coordinator and Campus Security. When an incident involves an employee, reports should also be made to Human Resources. The list of non-confidential employees includes:

- a. Campus Security (811 or 215-955-8888 in Center City, 215-951-2999 in East Falls)

b. Title IX Coordinator and Deputy Title IX Coordinators:

1. Title IX Coordinator: Kathleen Colgan Vodzak, Thomas Jefferson University, kathleen.vodzak@jefferson.edu; 215-951-2520; 4201 Henry Avenue, Archer Hall 200, Philadelphia, PA 19144
2. Deputy Title IX Coordinator, Center City: Nannette Vliet, Associate Dean, Jefferson College of Health Professions, nannette.vliet@jefferson.edu; 215-503-7941
3. Deputy Title IX Coordinator, Center City: Katherine Traves, Associate Dean, Sidney Kimmel Medical College, katherine.traves@jefferson.edu; 215-503-6988

c. College Deans or Associate Deans

d. Full-time faculty

e. Residence Life staff (including RAs)

f. Staff with significant responsibility to student and campus activities

g. Resources (if involving an employee)

h. Coaches

i. Office of Student Affairs (Center City)

j. Office of the Dean of Student Life (East Falls)

k. Office of Faculty Affairs

#### 4. Anonymous Reporting

Students and employees also have the option of anonymous reporting. If an anonymous report is made the identity of the reporting party will not be known, but the University's ability to respond will be limited. The following are options for anonymous reporting:

- a. Campus Security 24-hour recorded phone line (215-955-5678)
- b. Jefferson Alert Line (833) 663-2633 or Jefferson. MyComplianceReport.com
- c. Submitting a report through the reporting link anonymously at [www.jefferson.edu/titleix](http://www.jefferson.edu/titleix)

Please note that, with the exception of entirely confidential reports to one of the areas described above in subsection 2, "Confidential Reporting," Jefferson will be required by law to include all reported sexual misconduct/violence crimes in its annual compilation of campus crime statistics. No personally identifying information of either the person subjected to sexual misconduct or the accused will be included. This statistical report will include only the fact that a crime was reported and its alleged location.

## **B. Option to Involve Campus Security and Law Enforcement**

If you are subjected to Sex and Gender-Based Misconduct, you have the option to report the incident to and seek assistance from law enforcement authorities, including campus security and local police. If you would like to notify the police, campus security is available and willing to assist you in doing so. It is also your right and option, absent an ongoing danger to the university community, to decline to notify campus security or the police of the Sex and Gender-Based Misconduct (note, however, that the crime will likely need to be included, without any personally identifying information, in the University's annual compilation of campus crime statistics).

## **C. Option to Seek Protection from Abuse Order**

If you are subjected to Sex or Gender-Based Misconduct, you may have the option of seeking a Protection from Abuse Order (PFA) from the Philadelphia courts. A PFA may typically require that an abuser not abuse, threaten, harass or stalk the complainant, stay away from the complainant's residence (even if it is also the abuser's residence), stay away from the complainant (including at school or work) and turn weapons over to the police. PFAs may be available to anyone abused by a parent, child, current or former spouse, current or former sexual or intimate partner or others related by blood or marriage. Should an employee or student obtain and notify Jefferson of a PFA, "no-contact," restraining or similar court order, Jefferson's campus security will work with the student or employee to help ensure that the order is honored.

## **D. Preservation of Evidence**

Individuals subjected to sex-related crimes should understand that it is important to preserve any physical or other evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Without preservation of such evidence, it may be difficult or impractical to prosecute the perpetrator or obtain a protection order. The Philadelphia Police Department should be contacted, with the complainant's consent, when physical evidence should be preserved, as the Philadelphia Police are best suited to ensure the proper preservation of evidence.

## **E. Amnesty**

The University encourages reporting and seeks to remove any barriers to reporting by making the procedures transparent and straightforward. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report or provide information in connection with an investigation under this Policy because of potential Community Standards consequences for their own conduct. When information regarding one's own personal alcohol or drug usage in violation of the University's Community Standards is

provided either through the reporting or investigative process, this information will not be used to pursue any disciplinary action for alcohol or drug use, provided that any such violations did not and/or do not place the health or safety of any other person at risk. To be clear, this amnesty applies to those who in good faith provide information in connection with a report under this policy – whether they are the complainant, respondent, or a third-party.

## **F. Supportive Measures**

Supportive measures are non-disciplinary services offered as needed individually to the parties before or after the filing of a complaint, or where no Formal Complaint (as defined below) has been filed. Supportive measures may be available with respect to academic, living, transportation and working situations. Examples include but are not limited to: counseling, extensions of deadlines or other course-related adjustments, modified school or work schedules, separating the parties, placing limitations on contact between the parties, and housing reassignment. Students will also have access to academic support services and may be given the option to withdraw from a class or take a leave of absence.

The Title IX Coordinator and Deputies will provide supportive measures if a student or employee involved in a sexual misconduct incident requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement, or to file a Formal Complaint. The Title IX Coordinator and Deputies will keep confidential information regarding the supportive measures to the extent they can do so without impairing their ability to provide those measures. Information will be shared only with institutional personnel whom the Title IX Coordinator or Deputies determine have a need to know the information in the course of carrying out their job duties or in providing the supportive measures.

Any student or employee requiring assistance in seeking or obtaining the supportive measures referenced in this section should contact the Title IX Coordinator, who will provide assistance.

## **G. Emergency Removals**

If the University determines that a party poses an immediate threat to the physical health or safety of others arising from the allegations of sex or gender-based misconduct, the University reserves the right to suspend and remove the party from campus. In such instances, the responding party will be provided with written notice as soon as practicable following the removal, which sets forth their rights to immediately appeal the decision.

## **VIII. Grievance Procedures for Formal Complaints of Sexual Harassment Against Students and Employees**

### **A. Reporting**

The following conduct will be addressed under these Grievance Procedures:

Sexual Harassment (as defined above) when all of the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in connection with a Jefferson education program or activity; and
4. The complainant is participating in or seeking participation in a Jefferson education program or activity at the time of the complaint.

After a review of the facts alleged, a threshold determination will be made as to whether the conduct, as alleged, constitutes Sexual Harassment or another type of conduct prohibited under this policy, the Community Standards, or another Jefferson policy, including the Code of Conduct. The parties will be advised in writing if this Grievance Procedure will be applied as a result of the threshold determination. Both parties will have an opportunity to appeal the determination of whether the conduct as alleged constitutes Sexual Harassment under this Policy. Conduct that is deemed not to meet the criteria for proceeding under this Grievance Procedure may still be addressed under another policy or procedure. Information regarding the process for appeals is detailed further under “Appeals” below.

### **B. Formal Complaint**

A formal complaint is a document – including an electronic submission – filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging Sexual Harassment as defined by this Policy and requesting initiation of the procedures under this policy, including investigation and grievance process.

### **C. Notice of Allegations**

After a Formal Complaint is received by the Title IX Coordinator, or signed by the Title IX Coordinator, and is deemed appropriate to handle under this Grievance Procedure, the parties will receive a written Notice of Allegations from the Title IX Coordinator or the Coordinator’s designee.

The Notice of Allegations will contain (1) the specific allegations potentially constituting Sexual Harassment, including relevant details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant, and the date and location

of the alleged offense, if known; (2) a copy of, or link to, this policy; (3) a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; (4) a statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; (5) a statement that before the conclusion of the investigation the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which the University does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source; (6) the provisions of this policy and any other University policies that the conduct is alleged to have violated; (7) a statement that Community Standards and/or the Code of Conduct prohibits knowingly making false statements or knowingly submitting false information to any University office or official, including during the grievance process; and (8) a request that within five (5) business days of receiving the Notice of Allegations, both the Complainant and the Respondent should identify any academic or other significant conflicts that would affect the timing of the investigation and potential hearing (i.e., clinics, internships, study abroad). The Title IX Coordinator will seek to reach a Non-Hearing Resolution or to complete a hearing within a prompt and equitable timeframe from the date of issuance of the Notice of Allegations.

### **D. Advisor of Choice and Participation of Advisor of Choice**

The University provides both parties with the same right to be accompanied by an advisor of their choice and any restrictions on advisor participation are applied equally. The University has a long-standing practice of having students and employees participate in the process directly and not through an advocate or representative. Students and employees participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing which they are required or eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this policy, Advisors of Choice shall not participate directly in the process as per standard policy and practice of the University.

### **E. Formal Investigation**

The formal investigation phase begins after the Title IX Coordinator or designee issues a Notice of Allegations, and determines that informal resolution is either unavailable or unwanted by either of the parties. The formal investigation is the period during which the investigator(s) gathers information about the allegations. Investigations will be performed by the investigator(s) identified by the University, including, but not limited to, trained University personnel. Investigations may include interviews of the complainant, the respondent and any material witness presented by either party and/or the review of any material evidence. Both parties will have the opportunity to present written statements, witnesses

(including fact and expert witnesses) and other evidence during the process. The University has the burden of proof and the burden of gathering evidence, i.e., the responsibility of showing a violation of this policy has occurred. These burdens do not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. Should this occur, the decision-maker will render a decision based on the evidence that is both presented and admitted at the hearing without the absent or non-participating party's participation? The Title IX Coordinator or investigator may decline to gather information deemed not relevant to the complaint.

#### **F. Review of Evidence and the Investigative Report**

At the conclusion of the investigation, the investigator(s) will prepare a draft factual investigative report. Both parties will be provided a copy of the draft report for confidential review along with an opportunity to review the evidence obtained through the investigation. The parties may not share the draft report or evidence with anyone other than their families and advisors, who are subject to the same strictly enforced confidentiality requirement. A failure by a family member or advisor to maintain the confidentiality of the draft report or evidence will be deemed a breach by the student.

The purpose of the inspection and review process is to allow each party the opportunity to meaningfully respond to the evidence prior to conclusion of the investigation. Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the University in making a determination regarding responsibility;
2. Inculpatory or exculpatory evidence (i.e., evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

#### **G. Potential Outcomes of the Investigation**

*No Charge Decision, Non-Hearing Resolution, Charge Decision, Withdrawal of Complaint*

Following an investigation, or possibly during the investigation in the event of a Non-Hearing Resolution or withdrawal of the complaint, the Title IX Coordinator will adopt one of the following options:

##### **1. No Charge Decision:**

If the Title IX Coordinator concludes that specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or the allegations, the Title IX Coordinator will issue a No Charge Outcome Letter. This Outcome Letter can be appealed. Please see the Appeals section of the policy for more information.

#### **2. Non-Hearing Resolution**

The Title IX Coordinator and/or Deputies may explore with the parties the possibility of a resolution without a hearing. If a non-hearing resolution is reached, the terms of the agreement must be reduced to writing and signed by both parties.

#### **3. Charge Decision or Decision to Proceed to a Hearing**

The Title IX Coordinator will notify the Complainant and the Respondent, in writing, that a decision to charge the Respondent has been made and that the matter will be proceeding towards a Hearing. The Charge and Pre-Hearing Letter will then contain (1) the specific allegations of Sexual Harassment; and (2) the provisions of this policy and any other University policies that the conduct is alleged to have violated.

#### **4. Withdrawal of a Complaint**

A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the investigation and/or hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the University's ability to respond to the allegation may be limited if the allegations are withdrawn.

In the event that the Title IX Coordinator determines that the investigation will continue despite the withdrawal, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the investigation and/or hearing process but that the process will continue. Please see the Confidentiality Section.

## **IX. Hearing**

### **A. Hearing Schedule**

The Title IX Coordinator will seek to reach a Resolution within a prompt and equitable timeframe following the issuance of the Notice of Allegations, and will endeavor to resolve the matter within 90-120 business days. This timeline may be extended for University breaks or other reasonable delays, such as extensions granted to the parties upon a showing of good cause (discussed in section 2. below). If a deadline falls on a weekend or holiday, there will be an automatic extension to the next business day.

At the time a case is either charged by the conduct administrators or is determined to be proceeding towards a hearing a timetable will be issued that schedules all key dates for the matter. In preparing the timetable, the University will consider any academic and other conflicts identified by the parties in response to the Notice of Allegations. Unless an extension is granted based on a showing of good cause, the parties are obligated to follow the Hearing Schedule.



## B. Extensions

Extensions are only granted for good cause. A request for an extension must be made, in writing and with reasons provided, to the Title IX Coordinator. The Title IX Coordinator will normally respond to an extension request in writing within two (2) business days.

## X. Hearing Process

### A. Grievance Procedures

Hearings on charges of Sexual Harassment in violation of this policy are presided over by a single decision-maker appointed by the University and specifically trained in matters related to sex and gender-based misconduct. The decision-maker shall make findings of fact and conclusions as to whether the facts support a finding of responsibility for Sexual Harassment based on a preponderance of the evidence standard.

The live hearings will be presided over by the assigned decision-maker, who will make decisions on admissibility of evidence, propriety of questions, and, ultimately, on responsibility for violating the Policy. The decision-maker will not determine or impose the sanction. Rather, any sanction will be determined by the University upon the decision-maker's finding of responsibility.

The live hearing may be conducted with all parties physically present in the same geographic location. At the request of either party, the parties may be located in separate rooms. Additionally, at the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. In the event the parties are in separate rooms or the hearing is held virtually, technology will enable participants to see and hear each other. All proceedings will be audio-recorded. That recording will be made available to the parties for inspection and review upon request.

### B. Participants at the Live Hearing

The only individuals permitted to participate in the hearing are as follows:

#### 1. Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing unless they mutually agree to pursue an informal non-hearing resolution.
- The institution may still proceed with a live hearing in the absence of a party, and may reach a determination of responsibility in the party's absence, including through any evidence gathered that does not constitute a "statement" by that party.
- The University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.
- If a party does not submit to cross-examination, the decision-maker cannot rely on statements made by

that party outside of the hearing, including statements made to the Title IX Coordinator and/or investigator, in reaching a determination regarding responsibility. The decision-maker may reach a determination regarding responsibility based on evidence that does not constitute a "statement" by that party.

- The decision-maker will not draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross-examination or other questions. In such instances, the decision-maker will be required to render a finding based on the evidence introduced at the hearing.

#### 2. The Decision-maker

- The hearing will be presided over by a single decision-maker appointed by the University who is someone other than the Title IX Coordinator, the investigator, or advisor to any party in the case.
- The decision-maker will be free from conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The decision-maker will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.

The University will generally apprise the parties of the identity of the decision-maker in accordance with the following timeline:

- The Title IX Coordinator or designee will release the name of the decision-maker to the parties and the names of the parties and witnesses to the decision-maker five (5) business days before a hearing. A hearing date will also be identified.
- All parties have two (2) business days to indicate any conflict of interest. A conflict of interest may exist if the decision-maker has substantial prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the parties or witnesses, or has some other source of actual or objectively perceived bias. If such a conflict is found by the University to exist, an alternate decision-maker will be appointed. Appointment of an alternate decision-maker may require a rescheduled hearing date.

#### 3. Advisor of Choice at Hearing

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney. The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination at the live hearing.

- The advisor selected by a party for purposes of attending the hearing, if any, and conducting cross-examination, need not be the same advisor who may have accompanied the parties to any meeting earlier in the process, so long as the advisor has been identified in advance.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not have an advisor for the purpose of the hearing, the University will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- Advisors may be required to meet with the Title IX Coordinator to review rules of decorum and the scope of their role in advance of a hearing and advisors may be removed from a hearing upon violation of those roles.

#### 4. Witnesses

- Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation.
- If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing.

### C. Hearing Procedures

#### 1. Complainant and Respondent (The Parties)

For all live hearings conducted under these Grievance Procedures, the procedure will be as follows:

- The decision-maker will open and establish rules and expectations for the hearing;
- The parties will each be given the opportunity to provide opening statements;
- The decision-maker will ask questions of the parties and witnesses;
- Parties, through their advisors only, will be given the opportunity for live cross-examination after the decision-maker conducts their initial round of questioning; during the parties' cross-examination, the decision-maker will have the authority to pause cross-examination at any time for the purposes of asking the decision-maker's own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a party or the party's advisor choose not to cross-examine a party or witness, the party shall affirmatively waive cross-examination through a written or oral statement to the decision-maker. A party's waiver of cross-examination does not eliminate the ability of the decision-maker to use statements made by the party or witnesses.

#### 2. Live Cross-Examination Procedure

- Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live cross-examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility, directly, orally, and in real time.
- Before any cross-examination question is answered, the decision-maker will determine if the question is relevant and otherwise permissible. Cross-examination questions that are duplicative of those already asked, including by the decision-maker, may be deemed irrelevant if they have been asked and answered. Impermissible questions will not be answered.

#### 3. Determination Regarding Responsibility

- The University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this policy. This means the investigation and hearing determine whether it is more likely than not that a violation of the Policy occurred.
- The written Determination regarding responsibility will be issued simultaneously to all parties through their email account, or by other means as necessary or advisable in the discretion of the Title IX Coordinator. The Determination will include:
  - i. Identification of the allegations potentially constituting Sexual Harassment;
  - ii. 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;
  - iii. Findings of fact supporting the Determination;
  - iv. Conclusions regarding which section, if any, of this Policy, the Community Standards or any other relevant Jefferson policy the respondent has violated.
  - v. For each allegation:
    - A statement of, and rationale for, a determination regarding responsibility;
    - A statement of, and rationale for, any disciplinary sanctions the University imposes on the respondent (see subsection (a) below);
    - A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by Jefferson to the complainant; and
    - The University's procedures and the permitted reasons for the complainant and respondent to appeal the Determination (Described below in "Appeal").

## **XI. Imposition of Penalty or Discipline**

If the decision-maker concludes that Sexual Harassment has occurred, an appropriate University official will determine the penalty or sanction to be imposed. More than one sanction may be imposed for any single violation. The sanction(s) will be included in the written Determination.

### **A. Student Discipline**

Sanctions against students may include, but are not limited to: expulsion, suspension, deferred suspension, loss of housing, deferred loss of housing, ban from housing and residence halls, housing reassignment, restricted access, disciplinary probation, assignment of educational tasks, hold on records, notification of parent or legal guardian, fine, restitution, and disciplinary reprimands.

### **B. Employee Discipline**

Sanctions against employees may include, but are not limited to: a written warning, educational requirements, formal performance improvement plan, restitution, suspension, termination.

### **C. Dismissal for Cause**

The Dismissal for Cause Policy set forth in the Faculty Handbook applies in instances where the termination of a faculty member is the recommended sanction.

## **XII. Appeal**

### **A. Process for Appeal**

Consistent with the limitations identified below, either party may appeal (1) the threshold determination at the beginning of the process as to whether the allegations contained in a Formal Complaint constitute Sexual Harassment, as alleged, or (2) a determination regarding responsibility rendered by the decision-maker following the hearing at the end of the grievance process. A party must submit their written appeal within five (5) business days after being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

1. Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the University's procedures);
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(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

A copy of the appeal will be provided to the non-appealing party. The non-appealing party will have five (5) business days to prepare and submit a response to the Title IX Coordinator.

### **B. Appeal Decision**

The Provost, or designee, will review all appeals and will provide the final appeal decision usually within fifteen (15) business days after receipt of all appeal documents. As needed, the Provost or designee will consult with the Title IX Coordinator regarding the management of ongoing remedies. The Provost or designee may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised sanctions and penalties, or refer the matter to a new hearing. The decision by the Provost, or Provost's designee, is the final decision and is not subject to further appeal.

## **XIII. Ongoing Management**

If there is a finding of responsibility, the Title IX Coordinator will work collaboratively with the Dean of Students, Human Resources, Faculty Affairs, and/or Provost's Office to ensure ongoing administration and enforcement.

## **XIV. Jefferson's Prevention and Awareness Programs**

As part of its effort to protect students and employees from sexual misconduct and sexual violence, Jefferson provides prevention and awareness training to all incoming students and employees on issues related to these offenses.

The first training occurs during orientation and then ongoing programming is provided both in-person and online. On-campus programming is provided in bystander intervention, domestic violence, self-defense, and through speakers related to sexual misconduct. All programming is advertised widely on campus and designed to promote awareness of and prevent Sexual Misconduct.

## XV. Campus and Community Services

Campus/community services are available for immediate and ongoing support to address problems related to Sexual Misconduct. Following are examples of available services, both within the University and in the external community:

1. **Thomas Jefferson University Hospital's Emergency Department** (215-955-6840) provides emergency medical services. It is located at 132 South 10th Street, Philadelphia, PA.
2. **The Student Personal Counseling Center (SPCC)** in Center City offers a variety of counseling and support services to help students in times of need (215-503-2817). Students can also call 215-955-HELP for counseling, health services, and support group information at Jefferson.
3. **Jefferson Counseling Services** in East Falls ([www.philau.edu/counseling](http://www.philau.edu/counseling)) can be contacted at 215-951-2868 or [CounselingServices@PhilaU.edu](mailto:CounselingServices@PhilaU.edu).
4. **Jefferson University Student Health Services** at East Falls ([www.philau.edu/healthservices](http://www.philau.edu/healthservices)) is located in Scholler Hall and can be reached at 215-951-2986 or [HealthServices@PhilaU.edu](mailto:HealthServices@PhilaU.edu).
5. **Jefferson Occupational Health Network (JOHN)** in Center City provides medical care for Jefferson students (215-955-6835). It is located at 833 Chestnut Street, Suite 205, Philadelphia, PA.
6. **Philadelphia Center Against Sexual Violence (WOAR)** is Philadelphia's only rape crisis center and can be reached through a 24-hour hotline at 215-985-3333. WOAR provides free counseling and offers support during forensic rape examinations and any future court proceedings.
7. **Philadelphia Sexual Assault Response Center** (215-800-1589) is a private, not-for-profit center whose mission is to provide expertise in the assessment and evaluation of sexual assault victims in Philadelphia. The center is staffed 24 hours a day, 7 days a week by on-call, specially trained and experienced Sexual Assault Nurse Examiners who provide forensic rape examinations. PSARC cares for victims regardless of their cooperation with law enforcement. PSARC is located at 300 E. Hunting Park Avenue, Philadelphia, PA 19124. In an emergency, call 215-425-1625 to reach the on-call sexual assault nurse examiner.
8. **The Rape, Abuse, and Incest National Network (RAINN)** operates the National Sexual Assault Hotline at 1.800.656.HOPE and offers online support, such as online counseling and assistance finding a local counseling center, at [www.rainn.org](http://www.rainn.org).
9. **The National Domestic Violence Hotline** (800-799-7233) has highly trained expert advocates available 24 hours a day to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.
10. **Jefferson's Office of International Affairs** (215-503-4335) works with all University departments and individuals to facilitate exchange and to offer assistance with visa and immigration issues. OIA is located at M-70 Jefferson Alumni Hall, 1020 Locust Street, Philadelphia, PA.
11. **The Nationalities Service Center** (215-893-8400) is a non-profit organization that provides social, educational and legal services to immigrants and refugees in the Greater Philadelphia area. It is located at 1216 Arch Street, 4th Floor, Philadelphia, PA.
12. **The Philadelphia Bar Association** (215-238-6333) is available to provide referrals to attorneys to assist with legal problems in and around Philadelphia.
13. **Philadelphia Legal Assistance** (215-981-3800) provides free civil legal assistance to low-income individuals and families in Philadelphia. Its offices are located at 718 Arch St #300N, Philadelphia, PA
14. **Community Legal Services of Philadelphia** (215-981-3700) also provides free legal assistance in civil matters to low-income Philadelphia residents. Its offices are located at 1424 Chestnut St., Philadelphia, PA.
15. **Office of Student Financial Aid for Center City** (215-955-2867) and East Falls (215-951-2940) assists students in securing financial aid and acts as an educational debt management resource for students. It may be able to assist with financial aid issues stemming from incidents of Sexual Misconduct. The Center City office is located in the Curtis Building, Suite 115, 1015 Walnut Street, and East Falls office is 4201 Henry Ave in White Corners.
16. **Mazzoni Center** (215-563-0652) provides quality comprehensive health and wellness services in an LGBTQ-focused environment, while preserving the dignity and improving the quality of life of the individuals we serve.
17. **Philadelphia's Office for Civil Rights** (215-656-8541) mission is to ensure equal access to education and to promote educational excellence through vigorous enforcement of civil rights in our nation's schools.
18. **Philadelphia Police Special Victims Units** (215-685-3251)

# COMMUNITY STANDARDS POLICY

Please note the University has adopted additional Covid-19 Community Standards found at [jefferson.edu/coronavirus](http://jefferson.edu/coronavirus).

Community Standards serves as the reporting center for all reports of Student and Student Organization misconduct. Any member of the Jefferson University community or person with knowledge of an incident of misconduct involving a Jefferson University Student or Student Organization can make a report through Community Standards. Please use the [General Incident Reporting Form](#) to report an incident of student/organization misconduct.

## I. Preamble

The University is committed to providing an atmosphere of academic freedom where students can achieve academic success and personal growth. The Community Standards embody this commitment and establish certain guidelines to coordinate the interactions of individuals in order to create a safe environment which promotes the free and open exchange of ideas for all community members. Students are responsible for knowing their rights and responsibilities stated within the Community Standards.

As members of the University community, individuals have certain rights and responsibilities in addition to the limitations imposed by federal, state, and local laws. In order for our community to thrive, all students and their guests must conduct themselves respectfully, lawfully and responsibly in a manner that preserves the integrity of the learning environment. As befits an institution of higher education, standards of behavior and conduct generally are more demanding than those required of the general public. Students bear responsibility for their own conduct. Students are required to follow a code of behavior consonant with the high standards of professional behavior and the reputation of the University. Standards of professional behavior include honesty, integrity, civility and where possible, assistance to one's colleagues with problems or in distress where appropriate.

By accepting admission and registration, students accept responsibility for compliance with academic regulations, course syllabi, classroom policies as determined by classroom instructor, the Student Handbook, the Community Standards, University Catalog, College Handbooks, departmental or program specific handbooks and websites, and any other policies, manuals, or guidelines pertaining to any specific operation or program within the University. In addition, students shall comply with all rules and regulations duly established within their respective colleges. Additionally, students must abide by all local, state, and federal laws.

When a student fails to abide by these guidelines, the University may investigate and resolve any concerns through the University student conduct system as described in this document.

## II. Student Rights

Thomas Jefferson University recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students. Within that context, students have the following rights:

### A. Academic Freedom

Because intellectual development is best fostered in an atmosphere of active engagement in the educational process, each faculty member should encourage free discussion, free inquiry and free expression regarding issues within the domain of the instructor's course or program. Students are free to take reasoned exception to the facts or to views offered in any course of study and to reserve judgment about matters of opinion.

### B. Student Records

Thomas Jefferson University complies with The Family Education Rights and Privacy Act (FERPA) in its maintenance of student records. Each college's policy statement on FERPA is on file and available in the University Office of the Registrar.

### C. Student Organizations

Students are free to organize and join associations that promote their common interests. Organizations that operate in a manner consistent with the University's mission, regulations and policies, including its non-discrimination policies, and meet the requirements below may be recognized by the University. If recognized, such organizations may seek funding from University sources.

### D. Freedom of Inquiry and Expression

1. Students and student within organizations may discuss all questions of interest to them; may express their opinions privately and publicly, so long as they make it clear that they speak only for themselves and not for the University or their college; and may support causes so long as these activities do not violate civil law or rules, policies and procedures of Thomas Jefferson University or their college, or adversely affect the operations of the University.
2. The right of free speech and expression does not include activity that may endanger the safety of any member of this University community or damage any of the University community's physical facilities, nor does it include any activity that disrupts or obstructs the functions of the University or threatens such disruption or obstruction. Moreover, modes of expression, including, but not limited to, electronic transmissions that are unlawful or indecent or that are offensive on matters such as race, color, national and ethnic origin, religion, sexual orientation, gender identity, sex, age, disability or veteran status are inconsistent with accepted norms of conduct of the University and are subject to the sanctions described in the section on Actions.

### **E. Rights of Student in the Community Standards Process**

Students have the following rights during the Community Standards Process:

1. To request a meeting in writing by email to the assigned Community Standards Officer in which community standards process and procedures are explained. The University reserves the right to mandate such a meeting.
2. To be presumed not in violation unless found in violation for any charge(s).
3. To advance notice of at least five business days prior to a hearing before a Community Standards Hearing Board is to be conducted.
4. To be informed of all charges prior to a hearing, and in the event of a board hearing review pertinent incident documentation. Documentation that includes information about other individuals may be redacted. Copies of incident documentation are not released to students.
5. To request witnesses to speak in the student's defense during a hearing panel. The Community Standards Officer may limit witnesses or statements deemed repetitious. Students will be notified of the timeframe required for submitting witness names.
6. To be present at the hearing, except during deliberation. Exceptions may be needed for some witnesses; exceptions will be granted by the Community Standards Officer. A student who does not appear for a hearing is not assumed to be responsible, but the hearing may occur in his or her absence.
7. To have all applicable procedures followed, including the opportunity to invoke any applicable appellate or review procedures.

### **III. Community Standards**

Students enrolled at Thomas Jefferson University are required to follow a code of behavior consonant with the high standards and reputation of the University. Standards of professional behavior include honesty, integrity, civility and, where possible, assistance to one's colleagues with problems or in distress.

Set forth below is a brief listing of misconduct prohibited by the various standards, policies, and regulations generally governing behavior of community members. This listing is not exhaustive and where appropriate reference is made to where each particular policy can be found in entirety. To the extent that there is any discrepancy between referenced policy documents and the lists below we will defer to the referenced policy documents.

### **A. Violations of the Academic Integrity Policy**

1. Found under Academic Policies

### **B. Non-academic dishonesty including but not limited to**

1. Providing false, misleading, or misrepresented information to any University official or office.
2. Forgery, alteration, or misuse of documents, or instrument of identification pertinent to the student's role at the University

### **C. Violations of the University Alcohol Policy**

1. The possession, consumption or manufacture of alcohol by individuals under the legal drinking age under applicable law or the provision, distribution or sale of alcohol to individuals under the legal drinking age under applicable law, or conduct that violates the alcohol policy.
  - [Alcohol, Drugs, and Prohibited Substances](#)
  - [Student Alcohol Policy](#)
2. Additional rules regarding alcohol are set forth in the Office of Residence Life rules and regulations and in rules governing other University programs.
  - [Office of Residence Life](#)
  - [Office of Student Life & Engagement](#)

### **D. Violations of the University Drug Policy**

1. The unauthorized or illegal use, possession, manufacture (synthesis or growth), sale, storage, transfer, transportation, or distribution of any controlled substance (including without limitation illegal drugs), or conduct that violates university policy.
  - [Alcohol, Drugs, and Prohibited Substances](#)
2. Additional rules regarding drug use and possession are set forth in the Office of Residence Life rules and regulations and rules governing other University programs.
  - [Office of Residence Life](#)

### **E. Harassment**

1. Verbal, physical, electronic, or other conduct which denigrates or shows hostility on the basis of membership in a protected class with the purpose or effect of creating a hostile environment or unreasonably interfering with an individual's work or educational opportunities.
2. Sexual Harassment:
  - [Sex and Gender Based Misconduct Policy](#)
3. Violation of the University's policy on the use of electronic and other recording devices

4. Active discrimination based on any characteristic protected by law including but not limited to race, color, sex, age, religion, national origin, marital status, sexual orientation, disability, veteran status, or any other protected status.
5. Retaliation against an individual who has made a good faith complaint

**F. Abuse of, assault and/or battery upon, or threat of force or violence against any member of the University community.**

1. Physical abuse or assault or placing another in reasonable apprehension thereof;
2. Expressed or implied threats and/or intimidation including bullying
3. Verbal Abuse: use of language to undermine an individual's dignity and security through insults and/or humiliation in a persistent or pervasive manner

**G. Violations of Section V(B) (Other Sex and Gender-Based Misconduct) of the Sex and Gender-Based Misconduct Policy**

- [Sex and Gender Based Misconduct Policy](#)

**H. Actual or attempted unauthorized possession or misappropriation of any property of the University, a member of the University community, or other personal, public, or intellectual property, either on or off campus.**

**I. Abuse, malicious misuse, damage, destruction, or vandalism to public property, private property, University property, or property permanently or temporarily located on campus.**

**J. Unauthorized entry into, use of, occupation of, or obstruction of any University facilities (including computing networks), buildings, structures or part thereof at any time anywhere on any Jefferson property.**

**K. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, other University activities or other activities authorized to take place on University property or creation of an unreasonable risk of harm to any member of the University community (including on premises owned or controlled by the enterprise or premises on which students pursue activities in their roles as students of the University).**

**L. Disorderly conduct, including acts which breach the peace and/or are lewd, indecent, or obscene.**

**M. Failure to comply with the reasonable directions of University, local, state, or federal officials performing official duties including, but not limited to:**

1. Falsification of or failure to provide personal identification when requested by an authorized official or faculty member of the University
2. Failure to complete assigned conduct sanctions
3. Failure to vacate any premises when requested

**N. Violations of the Weapons policy**

1. Possession of weapons on campus including, but not limited to, firearms of any kind, numchucks, klackers, kung fu sticks (or any other similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire or leather), shuriken (or any other similar pointed star-like objects intended to injure a person when thrown), knives (other than eating utensils), cap guns, air guns, ammunition and explosives (or explosive chemicals), among other dangerous weapons or substances.
2. [Weapons Policy](#)

**O. Being complicit in any act which violates the community standards.**

**P. Violations of any other duly established rules, regulations or policies of the University including but not limited to:**

1. University, College, and departmental/program policies
2. All rules governing University facilities, programs or services including but not limited to:
  - Academic Policies
  - Financial Policies
  - Housing and Residence Life Policies and procedures
  - Student Life and Engagement policies and procedures

**Q. Violations of statutes, laws, ordinances and/or regulations locally, state, federal and/or any other jurisdictions in which the University resides.**

**R. Failure to safeguard confidential information including but not limited to:**

1. Sharing of computer ID or password.
2. Accessing medical records computer based or otherwise for purposes unrelated to personal responsibility for patient care.
3. Accessing or sharing confidential information of another student.
4. Violation of the HIPAA Privacy Policy (#122.0)

**S. When a student fails to abide by these guidelines, the University will investigate and resolve any concerns through the University student conduct system as described below.**

## IV. Organization of the Conduct System

### A. Filing a Complaint

Any individual (“Complainant”) wishing to initiate a formal complaint against a Thomas Jefferson University student (“Respondent”) should refer to the chart below for reporting information.

College(s)	Complaint	Contact Person
Jefferson Colleges of Life Sciences, Nursing, Health Professions, Pharmacy, Population Health, or Rehabilitation Services	Community Standards Violation	Office of Student Affairs, (215) 503-6335
	Sex and Gender-Based Misconduct Policy Violation	Deputy Title IX Coordinator, Center City: Nannette Vliet, Associate Dean, Jefferson College of Health Professions, 215-503-7941
	Academic Integrity Violation	College Dean or Office of Student Affairs, (215) 503-6335
College of Architecture & The Build Environment, Kanbar College of Design, Engineering & Commerce, College of Science, Health, and the Liberal Arts, School of Continuing & Professional Studies	Community Standards Violation	Dean of Students Office, (215) 951-2805
	Sex and Gender-Based Misconduct Policy Violation	Title IX Coordinator: Kathleen Colgan Vodzak, Thomas Jefferson University, kathleen.vodzak@jefferson.edu; 215-951-2520; 4201 Henry Avenue, Archer Hall 200, Philadelphia, PA 19144
	Academic Integrity Violation	College Dean or Provost
Sidney Kimmel Medical College	Community Standards Violation	Office of Student Affairs and Career Counseling, (215) 503-6988
	Sex and Gender-Based Misconduct Policy Violation	Deputy Title IX Coordinator, Center City: Katherine Traves, Associate Dean, Sidney Kimmel Medical College, (215) 503-6988
	Academic Integrity Violation	Office of Student Affairs and Career Counseling, (215) 503-6988

While prompt reporting may aid an investigation, there is no time limit imposed as to when a formal complaint may be initiated against a current student, provided he/she was a Thomas Jefferson University student at the time of the alleged incident. Any passage of time may decrease the efficacy of an investigation.

The Dean of Students Office, Provost’s Office, or the designee of either office reserves the right to pursue disciplinary action on behalf of the University and serve as the Complainant and to initiate or pursue an action.

In addition to the above general guidelines for filing a complaint within the University, procedures specific to reporting mechanisms and the resolution of allegations of sexual misconduct are described in the Student Sexual Misconduct Policy.



## B. Disciplinary Actions

1. **Written Warning or Reprimand:** A written notice to the student that he or she is violating or has violated The Community Standards, and that such conduct will not be tolerated within the University community.
2. **Educational Activity:** An educational sanction is a required activity that is intended to engage the student in a positive learning experience related to the student's inappropriate behavior. An educational sanction may include, but is not limited to: (1) writing a reflection paper (2) performing community service on and/or off campus; (3) attending programs or workshops at the student's own expense; (4) drug or alcohol counseling.
3. **Loss of Privileges:** Denial or restriction of specified privileges or use of specified facilities for a designated period of time.
4. **Fines and/or Restitution:** Compensation for loss, damage or injury through the payment of money or through appropriate work requirement related to the offense.
5. **Referral to Community Standards Board:** If a Community Standards Officer feels a violation needs further review or suspension or expulsion might be an appropriate sanction the case will be referred to the Community Standards Board.
6. **Report to the College or School** in which the student resides for appropriate disciplinary action.
7. **Disciplinary Hold:** Restricts a student's ability to conduct the following nonexclusive list of activities: register for classes, drop or add classes, receive a diploma, participate in experiential learning (clinical, internships, etc.), and have access to grades. Disciplinary hold will be used if a student receives sanctions based on a finding that he/she was in violation of a University policy but has not completed the sanctions.
8. **Parental Notification:** The University may notify parents/guardians if a student under the age of 21 is found responsible for an alcohol and/or illegal drug violation. The purpose of this practice is to both keep parents informed and to help provide students additional assistance as they cope with the consequences of their actions. The parental notification recommends to parents that if they haven't, to have a conversation with their student about the events that have precipitated this incident.
9. **Housing Actions**
  - **Room/building reassignment:** Immediate relocation of the student to another campus residence.
  - **Termination of the Housing Agreement;** removal from campus residence halls and/or restriction from access to campus housing.
  - **Restriction of access to housing or loss of privileges in housing**
10. **Probation:** Probation is for a designated period of time and includes the probability of more severe judicial sanctions if the student is found to be in violation of The Community Standards during a probationary period. Some University programs and activities consider a student's probationary status when determining their eligibility for participating in the program/activity (for example study abroad, or varsity athletic competition).
11. **Interim Suspension:** Where it is determined that a student's presence on campus should not be allowed to continue during the pendency of a Community Standards proceeding or other inquiry into the student's conduct, an interim suspension may be imposed. A student who is subject to an interim suspension pursuant to this policy must immediately leave University property until the completion of the Community Standards proceeding or other inquiry or until such time as University Administration determines that the student may return. During this time, the student may not attend classes, clinical or experiential education, or other University events. Students living in University owned or operated housing must vacate their room and turn in all keys and University identification cards. For additional information please see IV:C below.
12. **Suspension:** Removal from classes and other privileges or activities as a student for a designated period of time. A suspended student must turn in campus photo ID, University keys, and all other University property at the time the suspension goes into effect. Students on suspension lose all privileges of enrolled students and there may be financial repercussions when removed from the institution. The University may specify conditions prior to reinstatement.
13. **Expulsion:** Permanent removal from classes and other privileges or activities as a student. Expelled students must turn in their campus photo ID, University keys, and all other University property at the time expulsion goes into effect and are no longer part of University.

### **C. Interim Suspension**

The University may impose an interim suspension in order to ensure the safety and well-being of members of the University community, to protect University property, to prevent disruption of University operations, or for other good reason.

Examples of conduct which may result in an interim suspension include, but are not limited to, the following:

1. Violations of the University Policy related to health, safety or welfare of the University or any of its community members
2. Unlawful possession, sale, distribution or trade of illegal or prescription drugs.
3. Distribution, sale or trade of alcoholic beverages on University property to underage members of the community.
4. Active discrimination or harassment against another individual under circumstances that in the University's discretion warrants an interim suspension.
5. Physical abuse or assault.
6. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other activities authorized to take place on University property.
7. Disorderly conduct, including without limitation acts which breach the peace and/or are lewd, indecent, or obscene.
8. Where a student is arrested and/or charged with violation of State or Federal laws.

Upon initiating an interim suspension, the University will notify the student in writing of the suspension including the reason for interim suspension and the student's right to have the suspension reviewed.

A student may request to have the interim suspension reviewed by submitting an appeal in writing within five (5) business days of the imposition of the suspension. The appeal should be submitted to Office of the Vice Provost of Student Affairs or Dean of Students office. The interim suspension will remain in effect for the duration of the appeal. If requested, the student may, in the University's discretion, be granted the opportunity to appear personally before Vice Provost or Dean of Students within three (3) business days of submitting the appeal to review the interim suspension. The student is permitted to have a non-speaking support person of their choice attend the review. The purpose of the review is to determine whether the interim suspension was improvidently imposed, and only facts and issues related to the decision to impose the interim suspension may be addressed.

As a result of the review, the Dean or Vice Provost may:

1. Uphold the interim suspension;
2. Revoke the suspension; or
3. Amend the suspension (e.g., permit the student to attend classes but otherwise remain off campus).

The Community Standards process is the final decision on the student's future status at the University.

### **D. Community Standards Officers and Administrative Hearings**

The Community Standards are implemented by a system composed of several officials at the institution called Community Standards Officers and the Community Standards Board. The following members of the university community are Community Standards Officers:

1. Vice Provost, Student Affairs
2. Associate Provost, Student Affairs
3. Dean of Students
4. Associate Dean of Students
5. College Deans
6. College Associate Deans
7. Housing and Residence Life Directors
8. Housing Assistant Directors
9. Area Coordinators
10. Residence Coordinators
11. Other Student Affairs Staff Members as designated by the Offices of the Provost or Dean of Students

When a report of the violation of the Community Standards is received the University will determine if the violation is referred to an administrative hearing or the Community Standards Board. An administrative hearing involves a meeting between the Community Standards Officer, or a committee assigned by the Community Standards Officer, and the student charged with a violation of the Community Standards (respondent). While there may be disciplinary actions imposed following an administrative hearing the purpose is to be educational, corrective, and developmental. Administrative hearings will not be utilized in cases where the student could be suspended or expelled from the institution. In those situations the case will be referred to the Community Standards Board.

To begin the administrative hearing process the Community Standards Officer will meet with the respondent. The respondent will then have the opportunity to present their side of the situation and either take responsibility or not take responsibility for the alleged violation. If necessary, the Community Standards Officer may conduct an investigation and meet with the reporter of the violation, witnesses and

others involved and obtain and review relevant information. The Community Standards Officer will determine whether the respondent is responsible for the alleged Community Standards violation, and, if so, issue appropriate actions. If the respondent is not satisfied with the outcome of an administrative hearing he/she has the ability to appeal the decision. See section IV:F for information about the appeal process.

## **E. Board and Hearing Panels**

### **1. Community Standards Board**

The Community Standards Board\* hears non-sex or gender-based misconduct cases involving alleged violations of the Community Standards. The board is made up of faculty, administration, and students from the institution.

When a Community Standards case needs to be heard a hearing panel will be compiled. Panels are comprised of, at minimum, three administrative/faculty Community Standards Board members and two student Community Standards Board members. During summer session or semester breaks, any three Community Standards Board members may hear a case.

### **2. Additional participants in the Hearing Panel Process**

#### **a. Community Standards Officer**

A Community Standards Officer acting as a hearing moderator will be present at a hearing to control the hearing and ensure the hearing follows procedural guidelines.

#### **b. University Resource Person**

A university resource person is generally a Community Standards Board member who can assist a student charged with misconduct in responding to the allegation. Any other current member of the University community can also act as a resource person if he/she agrees to act in that capacity. A resource person should not speak for the student but can attend a hearing, assist the student in developing and presenting a response to the charges, and act as a general support for the student.

#### **c. Support Person**

A student can choose to bring a person to the hearing to support them through the process. The support person must be willing to assist and advise the student during the hearing but may not speak on behalf of the student. The support person may be any individual of the accused student's choosing, as long as he or she is not also a hearing witness. Students may choose to bring an attorney as their support person.

## **F. Panel Hearing Process**

### **1. Investigation**

Where appropriate, the University shall investigate allegations of misconduct. Such investigations may be performed by appropriate administration authorities including, but not limited to, Student Affairs, Security, college based committees, and the respective college deans or their designees. Investigations will occur in the event of violation of the Sex and Gender-Based Misconduct Policy at the discretion of the Title IX Coordinator.

Investigations may include interviews of the complainant, the respondent and any material witness presented by either party and/or the review of any material evidence. Both parties will have the opportunity to present witnesses and other evidence during the process.

The University may conduct other forms of investigation as needed before the matter is referred for a hearing. In the event of an Administrative Hearing a full investigation may not be required.

### **2. Evidence**

For hearings, parties will be allowed to present witnesses and other evidence at the hearing so long as such witnesses or evidence were presented during the investigation. All evidence and witness names must be submitted 3 business days prior to the hearing. All evidence will be available for review by all parties 2 business days prior to the scheduled hearing and will be available to all participants during the hearing. The respondent will be asked to present a statement during the hearing regarding responsibility for alleged violation. Newly discovered evidence will be allowed only at the discretion of the Community Standards Officer\*\*. Parties are not be allowed to directly question or cross-examine witnesses but may submit questions to the Hearing Panel for its consideration. References to prior incidents or prior behavior of any party will not normally be permitted unless probative and material to the matter at hand in the opinion of the Community Standards Officer.

### **3. Hearing Protocols**

- a. All hearings shall be conducted in private and are confidential. Participants may not disclose any part of the proceedings outside the hearing. Hearings are limited to the Community Standards Officer, respondent, complainant, University Resource Person, a support person, approved witnesses and the hearing panel members. A representative from the University's Office of Legal Affairs may also be present at the University's discretion.
- b. In hearings involving more than one respondent, the Community Standards Officer determines whether the hearings will be held jointly or separately.

- c. All procedural questions are subject to the final decision of the Community Standards Officer. Technical rules of evidence associated with criminal and civil courts are not applicable to University community standards hearings.
- d. Hearings will be conducted in a timely manner, as determined by the Community Standards Officer appointed by the Dean of Students or Provost's Office.
- e. At least five days' notice of a hearing will be provided to the parties. Postponements or other changes to the hearing schedule will only be considered in the case of an emergency.
- f. All Panel Hearings will provide opportunities to present statements as well as opportunities for questioning facilitated through the Community Standards Officer.

#### 4. Determination of Responsibility

After all parties have participated, the respondent and complainant will be asked to make closing statements. All persons will then be dismissed, and the hearing panel will deliberate in closed session to determine whether the respondent is responsible for violation of The Community Standard in question.

In the case of a finding of responsible, the hearing panel will assign the appropriate sanctions. If the respondent has prior violations of the Community Standards, they will be introduced in the consideration of appropriate sanctions\*\*\*.

Decisions made by a hearing panel shall be final, pending the appeal process delineated below. Following the hearing, the respondent and the complainant will be informed of the decision of the hearing and of the sanctions imposed in writing through their University email account. It is very important that the respondent check their University email account daily throughout the hearing process.

#### 5. Standard of Proof

The decision of the judicial hearing board shall be made on the basis of the preponderance of evidence; that is, whether it is more likely than not that the respondent committed the violation.

#### 6. Appeals

A decision reached by a Community Standards Officer in an administrative hearing or by a hearing panel may be appealed by the respondent(s) or the complainant(s)\*\*\*. A request for an appeal must be submitted in writing to the Community Standards Officer within two business days of the decision being delivered in the University email account. The Community Standards Officer will direct the appeal to the appropriate appellate officer.

Appeals must be submitted in writing and be based on at least one of the following criteria:

- a. Violation of the University's hearing procedures.
- b. Misinterpretation of the policies alleged to be violated.
- c. New evidence not reasonably available at the time of the hearing.
- d. Decision not supported by a preponderance of evidence

Appeals are heard as follows:

- a. Appeal of a decision of Administrative Hearing or a hearing panel: Provost Office or Dean of Students / Designee.
- b. Appeals of academic integrity violations:
  - i. East Falls Campus: The Dean of the School in which the violation occurred.
  - ii. Center City Campus: Provost Office or Designee

Upon receipt of the appeal, the appellate officer may take the following action:

- a. Deny the appeal for lack of sufficient reason for appeal.
- b. Agree to re-hear the case.
- c. Investigate and amend the decision and/or the sanction.

Each alleged offender shall have the right to a final appeal to the Provost of Thomas Jefferson University within five (5) business days of the rendering of an appeal decision. The Provost will only consider appeals that meet the criteria listed below. Upon such appeal, the Provost may:

- a. affirm the decision,
- b. require the Hearing Panel to reconsider the decision or rehear the case,
- c. reduce the severity of the penalty.

All decisions of the Provost are final. In reaching his or her decision, the Provost may discuss the case with any witness, the alleged offender or any participant in the process.

Review of all hearing transcripts or supporting materials will be available to the appellate officer upon request.

\* Sexual misconduct matters will be heard by a decision-maker following the procedures set forth in this policy.

\*\* In sex and gender-based misconduct matters subject to this policy, the decision-maker shall have the authority to make evidentiary decisions.

\*\*\* These provisions are applicable to the sex and gender-based matters subject to this policy and will be administrated by the Title IX Coordinator or their designee.

Just as students with disabilities may be eligible for accommodations in their classes, accommodations may be available for Community Standards processes as well. Students with disabilities requesting accommodations and/or services from Community Standards will need to present a current accommodation verification prior to their community standards meeting. If you need an accommodation please contact:

East Fall Campus: [The Office of Accessibility Services](#)

Center City Campus: [The Office of Student Affairs- Accessibility Services](#)

## COVID-19 Addendum to Community Standards

To assure the safety and wellbeing of all members of the Jefferson community, the University has added supplemental requirements to the Community Standards for the 2020-2021 academic year. These supplemental requirements are in accordance with federal, state, and local health and safety guidelines related to the pandemic.

In keeping with the University's goal of halting the transmission of COVID-19, you as students must do your part and adhere to the following additional requirements while on Jefferson property:

Students shall wear face masks, which cover the nose and mouth, at all times while in public spaces, including Residence Hall lounges, campus greenspaces, and in any and all campus facilities. Students are not required to wear face masks in Residence Hall bathrooms and in individual residential rooms.

1. Students shall prominently wear their Jefferson identification badges while on campus and on any property owned or operated by the University.
2. Students shall use their Jefferson identification badges to swipe into all campus buildings, including Residence Halls and classrooms to gain entry.
3. Students shall adhere to CDC and University COVID-19 guidelines regarding social distancing, hygiene, and health and safety.
4. Jefferson campuses will be closed to guests for the foreseeable future. Guests will not be permitted on University property. Students residing in the residence halls will not be permitted guests from Jefferson students residing on or off-campus
5. Students should act responsibly while off campus and be mindful that their actions have a direct impact on the health and safety of the Jefferson community and beyond.
6. Students are reminded that the overarching Community Standards Policy requires compliance with federal, state, and local "laws, ordinances, and regulations," which include adherence to COVID-19 specific health and safety requirements.

We've already seen other colleges and universities having to quickly change to all online course delivery because of large-scale parties and students not complying with their school's regulations related to COVID-19. It is important for you to understand that we are a family and lack of adherence to these requirements could increase infections on our campus, in Philadelphia and beyond. Increased infections could lead to our need to close campus facilities and classrooms. We all want to be able to continue on-campus operations and we must work together to reduce the chance of spread. Most importantly, increased infections could lead to increased human suffering, morbidity and mortality.

Our COVID-19 Community Standards reflect the importance of these requirements, as well as what many other colleges and universities are doing to maximize your safety. Given the seriousness of the pandemic and our collective obligation to protect each other's health, these Community Standards can encompass up to and including the following disciplinary actions when students do not adhere:

- 1st violation – Written warning and conversation regarding the reasoning behind the COVID-19 Community Standards requirements.
- 2nd violation – Probation & restriction of access to campus for student.
- 3rd violation – Suspension from the learning environment; i.e. clinical site, academic buildings, campus, for the remainder of the semester.

Violations of COVID19 Community Standards will be reported to the Dean of the student's college. As our policy states, Jefferson reserves the right not to follow the progressive disciplinary steps outlined above and to impose a more serious sanction based on the nature of the violation as warranted.

## SEX OFFENDER REGISTRY

The identity of registered sexual offenders residing in the vicinity of Jefferson locations in Pennsylvania may be found at [www.meganslaw.state.pa.us](http://www.meganslaw.state.pa.us). Similar information for locations in New Jersey may be found at <https://www.njsp.org/sex-offender-registry/>.

# Crime Statistics

Jefferson Public Safety is responsible for preparing the annual disclosure of crime statistics. We obtain statistics from the Philadelphia Police for the Center City and East Falls Campuses and Non-Campus Properties. We also obtain statistics from the Abington Township, Upper Moreland Township, and Bensalem Township Police for our Abington and Bucks County Campuses. We have been in contact with the Galloway Township, Police and Warren County Sheriff's Department for our now closed Atlantic City Campus. Additionally, on Campus sources for statistical requests/information in preparation for the Annual Security Report are made from the Department of Public Safety, Residence Life/Student Conduct, the Title IX Coordinator, Human Resources and Athletics.

**Definitions of crimes reportable under the Jeanne Clery disclosure of campus security policy and campus crime statistics act, as amended by the Higher Education Opportunity Act and the Violence Against Women Act.**

## CLERY ACT DEFINITIONS

### Criminal Homicide

**Murder:** The willful (non-negligent) killing of one human being by another.

### Manslaughter

**Non-negligent Manslaughter [Murder]:** the willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence [Criminal Homicide]:** the killing of another person through gross negligence.

### Sex Offenses

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

**Fondling:** is the touching of the private body parts of another 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 temporary or permanent mental or physical incapacity.

**Incest:** is 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.

In Pennsylvania, it is illegal for an adult (someone 18 or older) to have sex with a minor (someone younger than 16), even if the sex is consensual.

### Robbery

The taking or attempting to take anything 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

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of attack is usually assault accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury results from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

### Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as a motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

### 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.

### Domestic Violence

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

### Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship and the frequency of interaction between the persons involved in the relationship.

## Stalking

A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

## Hate Crimes

Includes all of the crimes listed above, where the law requires the release of statistics by category of prejudice where the victim was intentionally selected because of the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

**Larceny Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another.

**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 of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Simple Assault:** An 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.

### Categories of Prejudice under Hate Crimes are as follows:

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

**Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**Ethnicity/national origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

**Gender Identity:** A preformed negative opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.

## Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

## Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

## Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Public Drunkenness and Driving Under the Influence are not included in this definition).

## CENTER CITY – CAMPUS CRIME REPORT

January 01, 2019 through December 31, 2019

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	2	2	0	0
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	2	2	0	4
<b>AGGRAVATED ASSAULT</b>	0	5	5	0	4
<b>BURGLARY</b>	0	1	1	0	1
<b>MOTOR VEHICLE THEFT</b>	0	1	1	0	0
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	4	4	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	2	0	2	0	0
Drug Law Violations	1	0	1	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0



# CENTER CITY – CAMPUS CRIME REPORT

January 01, 2018 through December 31, 2018

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	1	1	0	0
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	2
<b>AGGRAVATED ASSAULT</b>	0	5	5	0	0
<b>BURGLARY</b>	0	1	1	0	0
<b>MOTOR VEHICLE THEFT</b>	0	1	1	0	0
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	1	1	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	2	0	2	0	0
Drug Law Violations	1	0	1	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

## CENTER CITY – CAMPUS CRIME REPORT

January 01, 2017 through December 31, 2017

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	1	1	0	1
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	1	1	0	1
<b>AGGRAVATED ASSAULT</b>	1	0	1	0	2
<b>BURGLARY</b>	0	1	1	0	0
<b>MOTOR VEHICLE THEFT</b>	0	1	1	0	0
<b>ARSON</b>	0	0	0	0	1
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	3	0	3	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

## THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT\*

CENTER CITY	2019 CY	2018 CY	2017 CY
Criminal Homicide	0	0	0
Forcible Rape	0	0	0
Robbery	6	2	2
Aggravated Assault	9	5	3
Simple Assault	9	5	4
Burglary	1	1	1
Theft	78	85	81
Motor Vehicle Theft	1	1	1
Attempted MV Theft	0	0	0
Arson	0	0	1
<b>Total Part 1</b>	<b>103</b>	<b>99</b>	<b>93</b>
Forgery/Counterfeiting	0	0	0
Fraud	0	0	1
Embezzlement	0	0	0
Stolen Property (Buying, Receiving, Possessing)	0	0	0
Vandalism	4	4	4
Weapons Offense	4	0	0
Prostitution and Commercialized Vice	0	0	0
Sex Offenses (except Rape and Prostitution)	2	1	2
Drug Abuse Violations	1	0	0
Gambling	0	0	0
Offenses Against Family	0	0	0
Driving Under Influence	0	0	0
Liquor Laws	0	0	0
Drunkness (except Liquor Violation Laws)	0	0	0
Disorderly Conduct	4	4	2
Vagrancy	0	0	0
All Other Offenses*	12	10	2
<b>Total Part 2</b>	<b>27</b>	<b>19</b>	<b>11</b>
<b>Grand Totals</b>	<b>130</b>	<b>101</b>	<b>104</b>

\*All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

## EAST FALLS – CAMPUS CRIME REPORT

January 01, 2019 through December 31, 2019

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Rape	1	0	1	0	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	1
<b>BURGLARY</b>	2	4	6	0	0
<b>MOTOR VEHICLE THEFT</b>	0	1	1	0	1
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	74	2	76	0	0
Drug Law Violations	33	0	33	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	74	2	76	0	0
Drug Law Violations	33	0	33	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>HATE CRIMES</b>	1	0	1	0	0
<b>VAWA CRIMES</b>					
Dating Violence	1	0	1	0	0
Domestic Violence	0	0	0	1	1
Stalking	0	1	1	0	0

## EAST FALLS – CAMPUS CRIME REPORT

January 01, 2018 through December 31, 2018

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Rape	1	0	1	0	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	1
<b>AGGRAVATED ASSAULT</b>	0	0	0	1	0
<b>BURGLARY</b>	1	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	1
Drug Law Violations	1	0	1	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	58	5	63	0	0
Drug Law Violations	20	0	20	0	0
Illegal Weapons Possession	1	0	1	0	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	1	0	1	0	0
Domestic Violence	0	0	0	1	1
Stalking	1	0	1	0	0

# EAST FALLS – CAMPUS CRIME REPORT

January 01, 2017 through December 31, 2017

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	1	0	1	0	0
Incest	0	0	0	0	0
Rape	1	0	1	0	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	1
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	0
<b>BURGLARY</b>	1	0	1	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	1
Drug Law Violations	0	0	0	8	0
Illegal Weapons Possession	0	0	0	2	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	25	3	28	0	0
Drug Law Violations	21	1	22	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	2	0	2	1	0
Domestic Violence	0	0	0	0	1
Stalking	1	0	1	0	0

## THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT\*

EAST FALLS	2019 CY	2018 CY	2017 CY
Criminal Homicide	0	0	0
Forcible Rape	1	0	1
Robbery	0	0	1
Aggravated Assault	1	0	0
Simple Assault	5	1	0
Burglary	6	1	1
Theft	26	30	30
Motor Vehicle Theft	1	0	0
Attempted MV Theft	0	0	0
Arson	0	0	0
<b>Total Part 1</b>	<b>40</b>	<b>32</b>	<b>33</b>
Forgery/Counterfeiting	0	0	0
Fraud	3	1	0
Embezzlement	0	0	0
Stolen Property (Buying, Receiving, Possessing)	0	0	0
Vandalism	7	2	0
Weapons Offense	0	1	0
Prostitution and Commercialized Vice	0	0	0
Sex Offenses (except Rape and Prostitution)	0	1	0
Drug Abuse Violations	33	20	22
Gambling	0	0	0
Offenses Against Family	0	0	0
Driving Under Influence	0	0	0
Liquor Laws	66	63	28
Drunkness (except Liquor Violation Laws)	10	3	0
Disorderly Conduct	2	7	12
Vagrancy	0	0	0
All Other Offenses*	7	3	0
<b>Total Part 2</b>	<b>128</b>	<b>101</b>	<b>62</b>
<b>Grand Totals</b>	<b>168</b>	<b>133</b>	<b>95</b>

\*All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

# ABINGTON-WILLOW GROVE – CAMPUS CRIME REPORT

January 01, 2019 through December 31, 2019

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	1	0
Statutory Rape	N/A	0	0	0	0
<b>ROBBERY</b>	N/A	0	0	1	0
<b>AGGRAVATED ASSAULT</b>	N/A	0	0	0	0
<b>BURGLARY</b>	N/A	2	2	0	0
<b>MOTOR VEHICLE THEFT</b>	N/A	0	0	0	0
<b>ARSON</b>	N/A	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	1	0
<b>HATE CRIMES</b>	N/A	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	1	0
Stalking	N/A	0	0	0	0



# ABINGTON-WILLOW GROVE – CAMPUS CRIME REPORT

January 01, 2018 through December 31, 2018

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Rape	0	0	0	1	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	1	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	
<b>BURGLARY</b>	0	0	0	1	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	1	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	1	0
Stalking	0	0	0	0	0

# ABINGTON-WILLOW GROVE – CAMPUS CRIME REPORT

January 01, 2017 through December 31, 2017

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	1	1	0	0
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	2
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	2
<b>BURGLARY</b>	0	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

## THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT\*

ABINGTON-WILLOW GROVE	2019 CY	2018 CY	2017 CY
Criminal Homicide	0	0	0
Forcible Rape	0	0	0
Robbery	0	2	2
Aggravated Assault	0	5	3
Simple Assault	14	5	4
Burglary	2	1	1
Theft	22	85	81
Motor Vehicle Theft	0	1	1
Attempted MV Theft	0	0	0
Arson	0	1	1
<b>Total Part 1</b>	<b>38</b>	<b>99</b>	<b>93</b>
Forgery/Counterfeiting	0	0	0
Fraud	0	0	1
Embezzlement	0	0	0
Stolen Property (Buying, Receiving, Possessing)	0	0	0
Vandalism	0	4	4
Weapons Offense	0	0	0
Prostitution and Commercialized Vice	0	0	0
Sex Offenses (except Rape and Prostitution)	0	1	2
Drug Abuse Violations	0	0	0
Gambling	0	0	0
Offenses Against Family	0	0	0
Driving Under Influence	0	0	0
Liquor Laws	0	0	0
Drunkness (except Liquor Violation Laws)	0	0	0
Disorderly Conduct	0	4	2
Vagrancy	0	0	0
All Other Offenses*	5	10	2
<b>Total Part 2</b>	<b>5</b>	<b>19</b>	<b>11</b>
<b>Grand Totals</b>	<b>43</b>	<b>101</b>	<b>104</b>

\*All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

# BUCKS COUNTY – CAMPUS CRIME REPORT

January 01, 2019 through December 31, 2019

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
<b>ROBBERY</b>	N/A	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	N/A	0	0	0	0
<b>BURGLARY</b>	N/A	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	N/A	0	0	0	0
<b>ARSON</b>	N/A	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
<b>HATE CRIMES</b>	N/A	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

# BUCKS COUNTY – CAMPUS CRIME REPORT

January 01, 2018 through December 31, 2018

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	1	0
<b>BURGLARY</b>	0	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	1	0
Stalking	0	0	0	0	0

# BUCKS COUNTY – CAMPUS CRIME REPORT

January 01, 2017 through December 31, 2017

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	0
<b>BURGLARY</b>	0	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

## THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT\*

BUCKS COUNTY	2019 CY	2018 CY	2017 CY
Criminal Homicide	0	0	0
Forcible Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Simple Assault	0	0	0
Burglary	0	0	0
Theft	0	0	0
Motor Vehicle Theft	0	0	0
Attempted MV Theft	0	0	0
Arson	0	0	0
<b>Total Part 1</b>	<b>0</b>	<b>1</b>	<b>0</b>
Forgery/Counterfeiting	0	0	0
Fraud	0	0	0
Embezzlement	0	0	0
Stolen Property (Buying, Receiving, Possessing)	0	0	0
Vandalism	0	0	0
Weapons Offense	0	0	0
Prostitution and Commercialized Vice	0	0	0
Sex Offenses (except Rape and Prostitution)	0	0	0
Drug Abuse Violations	0	0	0
Gambling	0	0	0
Offenses Against Family	0	0	0
Driving Under Influence	0	0	0
Liquor Laws	0	0	0
Drunkenness (except Liquor Violation Laws)	0	0	0
Disorderly Conduct	0	0	0
Vagrancy	0	0	0
All Other Offenses*	0	1	0
<b>Total Part 2</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Grand Totals</b>	<b>0</b>	<b>2</b>	<b>0</b>

\*All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

# VOORHEES – CAMPUS CRIME REPORT<sup>1</sup>

January 01, 2019 through December 31, 2019

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
<b>ROBBERY</b>	N/A	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	N/A	0	0	0	0
<b>BURGLARY</b>	N/A	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	N/A	0	0	0	0
<b>ARSON</b>	N/A	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
<b>HATE CRIMES</b>	N/A	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

<sup>1</sup>Note that the University's New Jersey Campus relocated from Atlantic City to Voorhees in July 2019. Accordingly, the Report contains statistics for Atlantic City from January through July 2019 and Voorhees from August through December 2019.



# ATLANTIC CITY – CAMPUS CRIME REPORT

January 01, 2019 through December 31, 2019

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	N/A	0	0	0	0
Negligent Manslaughter	N/A	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	N/A	0	0	0	0
Incest	N/A	0	0	0	0
Rape	N/A	0	0	0	0
Statutory Rape	N/A	0	0	0	0
<b>ROBBERY</b>	N/A	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	N/A	0	0	0	0
<b>BURGLARY</b>	N/A	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	N/A	0	0	0	0
<b>ARSON</b>	N/A	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	N/A	0	0	0	0
Drug Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0
<b>HATE CRIMES</b>	N/A	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0

# ATLANTIC CITY – CAMPUS CRIME REPORT

January 01, 2018 through December 31, 2018

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	0	0	1	0
Incest	0	0	0	0	0
Rape	0	0	0	1	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	0
<b>BURGLARY</b>	0	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	12	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	1	0
Stalking	0	0	0	1	0

# ATLANTIC CITY – CAMPUS CRIME REPORT

January 01, 2017 through December 31, 2017

Crime Classification	On-Campus		On-Campus Totals	Non-Campus	Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Rape	0	0	0	0	0
Statutory Rape	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	0
<b>BURGLARY</b>	0	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0
<b>ARRESTS</b>					
Liquor Law Violation	0	0	0	0	0
Drug Law Violations	0	0	0	12	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0
<b>VAWA CRIMES</b>					
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

# Annual Student Housing Fire Report

## THE HIGHER EDUCATION OPPORTUNITY ACT

The Higher Education Opportunity Act, signed on August 14, 2008, requires institutions of higher education to prepare and report annual fire safety information on student housing. The content of this report as mandated by the Act shall include the following:

- Description of each on-campus housing facility fire safety system;
- Written policies regarding the fire safety education and the training programs provided to students, faculty, and staff;
- Written procedures in the event of an evacuation;
- The number of regular mandatory supervised fire drills;
- The number of fire incidents and the cause of each fire;
- The number of injuries related to the fire that resulted in treatment at a medical facility;
- The number of deaths related to a fire;
- The value of property damage caused by a fire;
- Written policies or rules related to the use of portable electrical appliances, smoking, and open flames, and
- A plan for future improvements in fire safety, if determined to be necessary by the University.

## DESCRIPTION OF FACILITY FIRE SAFETY SYSTEMS

### Center City Campus

Jefferson University has three on-campus student residence buildings: Barringer, Orlowitz and Martin. All buildings are fully (100%) equipped with fire suppression. The Barringer and Orlowitz buildings have the SIEMAN Model MXL as the monitoring fire alarm system. The Martin Building is monitored by a SIMPLEX- 4100U Fire Alarm System. All three buildings are monitored 24/7 with all systems being communicated to the Security Response Center (SRC). Each building is equipped with portable firefighting equipment (fire extinguishers) throughout each floor and smoke detectors throughout the student living areas.

### East Falls Campus

Jefferson University has seven on-campus student residence buildings on the East Falls Campus: Fortress Hall, Independence Plaza (IP is made up of the following three buildings Franklin, Jefferson and Madison), Mott Hall, Partridge Hall, and Ronson Hall and Scholler Hall. Fortress Hall has a central pull station and smoke detection alarm system in place, a 110 volt smoke detection in each bedroom and is monitored by a SIMPLEX-4002 Fire Alarm System. IP is fully (100%) equipped with fire suppression, a central pull station and smoke detection alarm system in place, 110 volt smoke detection in each bedroom, 110 volt common area smoke detection in each apartment, fire extinguishers in each apartment and is monitored by (3) SIMPLEX -4004/4005 Fire Alarm Systems. Mott Hall is fully (100%) equipped with fire suppression, a central pull station and smoke detection alarm system in place, 110 volt smoke detection in each bedroom and is monitored by a SIMPLEX -4001U Fire Alarm System. Partridge Hall is fully (100%) equipped with fire suppression, a central pull station and smoke detection alarm system in place, 110 volt smoke detection in each bedroom, hose standpipes and is monitored by a SIMPLEX -4004/4005 Fire Alarm System. Ronson Hall is partially equipped with fire suppression because it has a sprinkler system present in common area stairwells and foyers, central pull station and smoke detection alarm system in place, 110 volt smoke detection in each bedroom, hose standpipes and is monitored by SIMPLEX -4002 Fire Alarm System. Scholler Hall has a central pull station and smoke detection alarm system in place, a 110 volt smoke detection in each bedroom and is monitored by a SIMPLEX Prog-4010 Fire Alarm System. The Townhouses have a central pull station in place, 110 volt common area smoke detection in each apartment and fire extinguishers in each townhouse. All residence halls are checked monthly by the Department of Public Safety, have fire extinguishers in common areas, have their detection systems certified annually by an independent service and conduct fire drills four times a year.

The Hilton is fully (100%) equipped with fire suppression, a central pull station and smoke detectors and strobe lights are located in sleeping areas of guest rooms, including in multiple areas of the corridors, fire extinguishers are located in the hallways at each end of the corridor and is monitored by a SIMPLEX Grinnell- 4100 Fire Alarm System.

## FIRE SAFETY EDUCATION & EVACUATION POLICY/PROCEDURE

### Center City Campus

Jefferson students receive fire safety and emergency response instructions upon arrival on campus. In October of each year (Fire Safety Month), the Department of Housing and Residence Life (DHRL) in collaboration with the Office of the Fire Marshal promotes fire safety and safety procedures by distributing to all students a “Fire Safety Packet” with fire safety information and conducting hands on fire extinguisher training. Faculty and staff receive fire safety instruction upon hiring (orientation) and annually as part of the employee mandatory safety training, which is an online course. Students, faculty and staff receive training on evacuation procedures prior to supervised fire drills.

During scheduled housing meetings, students have an opportunity to discuss evacuation procedures, fire safety or any safety concerns with the University Fire Marshal. Each hallway is equipped with an evacuation map located on the back of the door, directing the student to the safest and quickest exit routes from the student room, should a “Code Red” condition occur. Student Resident Assistants (RA) are assigned to each building. Students are instructed to contact the Public Safety Department at 215-955-8888 if they discover a fire, smell smoke, discover any other hazardous emergency condition in any of the buildings, or to report a fire for statistical collection and reporting purposes. A student Resident Assistant (RA) is assigned to each floor. An internal Emergency Response Team, composed of representatives from the Environmental Health and Safety Department and the Public Safety Department, are dispatched to all fire-related calls while the local fire department is being summoned by the Security Response Center.

### East Falls Campus

Fire safety and education is provided to all first year students as part of their orientation on campus. Building specific information on fire safety and evacuation is provided in the first Residence Hall meeting for student housing. Faculty and staff receive fire safety information in the Employee Handbook and all hazard approach to safety issues such as evacuation in orientation programs. Additional fire safety education and training is offered based on activities, responsibility and assignments of students, faculty and staff on campus.

Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate the buildings immediately upon hearing a fire alarm in any facility including student housing. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. Elevators should not be used for an exit of fire alarms. The elevators in most buildings will automatically stop on the nearest floor with an exit.

## SUPERVISED FIRE DRILLS/ FIRE ALARM SYSTEM

**“The Occupant will comply with all regulations now in force or hereafter adopted by Thomas Jefferson University and the Department of Housing and Residence Life.”**

Every year the Office of the Fire Marshal, in collaboration with the DHRL Administration, develops a schedule for all supervised fire drills and fire alarm system testing. Mandatory supervised fire drills are executed four times a year (quarterly), and fire system tests are conducted annually in accordance with the NFPA 72, National Fire Alarm Code, and the Philadelphia Fire Department, Fire Prevention Code. An additional alarm system test may be warranted if, and when, impairment is identified and a corrective action is completed, to ensure that the system is back in operable condition. Students are observed for response to the drill and are consulted if and when there is notice of a failure to respond to the alarm.

Authorized University personnel or their agents may enter the unit at reasonable times for any of the following reasons:

- To inspect the condition of the unit;
- To inspect for fire and/or health hazards; remove signs, locks, fixtures, alterations, or additions to the unit or premises that violate the student’s housing agreement.

## FIRE SAFETY VIOLATIONS/PROHIBITION INSTRUCTIONS

### Center City Campus

A fine of \$500 is charged to any student found tampering with fire safety equipment within the Barringer, Martin or Orlowitz Buildings. To minimize the potential of fire in any of the buildings, Thomas Jefferson University’s Department of Housing and Residence Life’s (DHRL) standard Housing Agreement is provided to each individual student residing in the residence halls, with instructions regarding what is allowed/permitted or is prohibited. All occupants must refrain from:

- Altering any Jefferson Fire Safety Equipment or adding to the present locks;
- Smoking or burning tobacco products, which are prohibited inside the residence halls. Smoking is ONLY permitted outside, and only if it occurs 20 feet or more from the building;
- Using or storing hot plates, space heaters or toaster ovens;
- Using or storing explosive or highly flammable material on Jefferson premises;

- Using or storing exploding fireworks in or around Jefferson premises;
- Obstructing the hallways, stairways, sidewalk, leading and sidewalk, including the basement and storage areas;
- Any action or lack of action that would constitute a fire hazard (including, but not limited to failing to evacuate during a fire alarm);
- Using, installing or storing any of the following articles in the unit or on the premises, unless prior written authorization is obtained from the University: candles and incense, open flames of any kind, large appliances (clothes washers/dryers), outdoor antennas or satellite dishes, heating equipment, including kerosene or electric space heaters, and halogen lamps.

The Assistant Director, DHRL or the RA will consult with any student who is identified to have caused an alarm or violated any of the University's fire-related policies or procedures. After every alarm (false, unwanted or actual fire) a "Fire Safety Memorandum" is posted and copies made available to the students explaining the cause of the fire and the necessary corrective action taken. It is the responsibility of each occupant (student) to ensure that his/her smoke detectors are tested weekly and batteries are replaced regularly, as well as to report any malfunction to the DHRL Administration.

## **East Falls Campus**

A monetary fine, depending on the incident, is charged to any student found tampering with fire safety equipment within any building on campus. To minimize the potential of fire in any of the buildings, Residence Life requires all students to sign a standard Housing Agreement if they are residing in the residence halls, with instructions regarding what is allowed/permitted or is prohibited. All occupants must follow these rules:

- When a fire alarm sounds, students shall vacate the building and cooperate fully with University officials and safety officials, including during fire drills, which may be held at regular intervals.
- Fire equipment is to be used only as necessary in the case of a fire. Any use or misuse of fire equipment, including tampering with fire bells, horns, alarms, extinguishers, exit signs, evacuation signs, smoke detectors and other equipment is prohibited.
- Candles, incense, lanterns, potpourri and other flammable items including but not limited to hot plates, electric frying pans, halogen lamps, immersion coils, fireworks, flammable liquids, open flames, smoking and flammable decorations are not permitted in student housing facilities unless officially sanctioned and supervised by University officials.

The Area Coordinator of Housing and Judicial Affairs, Resident Coordinator or the RA will consult with any student who is identified to have caused an alarm or violated any of the University's fire-related policies or procedures. After every alarm (false, unwanted or actual fire) an incident report is written documenting the cause of the fire and the necessary corrective action taken.

It is the responsibility of each occupant (student) to report any malfunction to the Facilities to be corrected.

### CENTER CITY CAMPUS HOUSING FIRE LOG: 1/19 – 12/19

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Martin	0	2	Unattended cooking	\$0	0	n/a
Martin						4
Barringer	0	2	Accidental by contractors	\$0	0	n/a
Barringer	0	1	Vendor testing alarm	\$0	0	n/a
Barringer						4
Orlowitz	0	2	Sprinkler equipment malfunction	\$0	0	n/a
Orlowitz						4

### CENTER CITY CAMPUS HOUSING FIRE LOG: 1/18 – 12/18

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Martin	0	1	Damaged electric panel	\$100	0	n/a
Martin	0	1	Malfunctioning light ballast	\$0	0	n/a
Martin	0	2	Air Handler Malfunction	\$0	0	n/a
Martin	0	2	Steam Leak	\$0	0	n/a
Martin						4
Barringer	0	1	Burnt Food in Commercial Space	\$0	0	n/a
Barringer	0	1	Steam Leak	\$0	0	n/a
Barringer						4
Orlowitz	0	1	Steam Leak	\$0	0	n/a
Orlowitz	0	2	Faulty Water Flow Switch	\$0	0	n/a
Orlowitz						4

### CENTER CITY CAMPUS HOUSING FIRE LOG: 1/17 – 12/17

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Martin	0	1	Resident cooking	\$99	0	n/a
Martin	0	1	Smoke from cooking	\$0	0	n/a
Martin	0	3	Malfunctioning water flow pump	\$0	0	n/a
Martin						4
Barringer	0	1	Resident cooking	\$99	0	n/a
Barringer	0	1	Smoke from cooking	\$0	0	n/a
Barringer	0	1	Steam from cleaning in commercial space	\$0	0	n/a
Barringer						4
Orlowitz	0	2	Smoke from cooking	\$0	0	n/a
Orlowitz	0	1	System malfunction water flow pump	\$0	0	n/a
Orlowitz						4

## EAST FALLS CAMPUS HOUSING FIRE LOG: 1/19 – 12/19

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Ronson	0	7	Resident cooking	\$0	0	n/a
Ronson	0	1	Accidental by contractors	\$0	0	n/a
Ronson	0	3	Unknown/System Malfunction	\$0	0	n/a
Ronson						4
Scholler	0	1	Resident cooking	\$0	0	n/a
Scholler	0	2	Unknown/System Malfunction	\$0	0	n/a
Scholler						4
IP-Franklin	0	8	Facilities System Test	\$0	0	n/a
IP-Franklin						4
Partridge	0	2	Facilities System Test	\$0	0	n/a
Partridge						4
Mott	0	1	Accidental by contractors	\$0	0	n/a
Mott	0	1	Facilities System Test	\$0	0	n/a
Mott						4
IP-Madison	0	7	Facilities System Test	\$0	0	n/a
IP-Madison	0	2	Unknown/System Malfunction			
IP-Madison						4
IP-Jefferson	0	7	Facilities System Test	\$0	0	n/a
IP-Jefferson	0	3	Unknown/System Malfunction			
IP-Jefferson						4
Townhouse G-T	0	0	NA	\$0	0	n/a
Townhouse G-T						4



## EAST FALLS CAMPUS HOUSING FIRE LOG: 1/18 – 12/18

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Ronson	0	1	Malfunctioning Heater	\$0	0	n/a
Ronson	0	1	Resident smoking in room	\$0	0	n/a
Ronson	0	1	Malfunctioning Smoke Detector	\$0	0	n/a
Ronson						4
Scholler			Resident cooking	\$0	0	n/a
Scholler	0	1	Unknown/System Malfunction	\$0	0	n/a
Scholler						4
IP-Franklin	0	1	Accidental by Contractor	\$0	0	n/a
IP-Franklin	0	1	Unknown/System Malfunction	\$0	0	n/a
IP-Franklin	0	1	Faulty/Malfunctioning Smoke Detector	\$0	0	n/a
IP-Franklin						4
Falls Center	0	2	Faulty/Malfunctioning Alarm Panel	\$0	0	n/a
Falls Center	0	5	Resident Cooking	\$0	0	n/a
Falls Center	0	1	Steam from Shower	\$0	0	n/a
Falls Center						2*
Partidge	0	0	NA	\$0	0	n/a
Partidge						4
Mott	0	0	NA	\$0	0	n/a
Mott						4
IP-Madison	0	0	NA	\$0	0	n/a
IP-Madison						4
IP-Jefferson	0	0	NA	\$0	0	n/a
IP-Jefferson						4
Townhouse G-T	0	0	NA	\$0	0	n/a
Townhouse G-T						4

\*Note: Falls Center was occupied by Jefferson 1/1/2018-5/31/2018

## EAST FALLS CAMPUS HOUSING FIRE LOG: 1/17 – 12/17

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Ronson	0	0	NA	\$0	0	n/a
Ronson						4
Scholler	0	0	NA	\$0	0	n/a
Scholler						4
IP-Franklin	0	0	NA	\$0	0	n/a
IP-Franklin						4
Falls Cen-ter	0	0	NA	\$0	0	n/a
Falls Cen-ter						4
Partridge	0	0	Electrical Malfunction	\$100	0	n/a
Partridge						4
Mott	0	0	NA	\$0	0	n/a
Mott						4
IP-Madison	0	0	NA	\$0	0	n/a
IP-Madison						4
IP-Jefferson	0	0	NA	\$0	0	n/a
IP-Jefferson						4
Townhouse G-T	0	0	NA	\$0	0	n/a
Townhouse G-T						4

\*Note: Fire Alarm data incomplete due to change in reporting system

# Personal Safety

## At Home, in an Apartment Building or Residence Hall

- Keep your room door locked at all times.
- Never let unauthorized persons come into your room, enter residence halls or enter apartment security doors.
- Never prop open inside or outside doors.
- Do not hide keys outside of your room or apartment. Do not put your name or address on your key rings.
- Avoid working or studying alone in a campus building.
- Never dress in front of a window. Close blinds or curtains after dark.
- If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and then call campus security.
- Any suspicious activity should be reported to Jefferson Public Safety immediately.

## When Driving

- Carry your car keys when approaching your vehicle so you can enter quickly.
- Always check underneath your car upon approach and in the rear seat for intruders before entering your automobile.
- Lock your doors and keep windows rolled up whenever possible.
- Drive on well-traveled and well-lit streets.
- Never hitchhike, and never pick up hitchhikers.
- If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
- If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
- Leave enough room between your car and the one ahead so you can drive around it if necessary.
- Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
- Limit distractions such as cell phones.

## While Walking or Jogging

- Avoid walking or jogging alone, and try not to walk or jog after dark.
- Avoid dark or vacant areas. Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or a blue light emergency phone.
- Have your keys ready when returning to your residence hall or apartment.
- Keep your personal or valuable items concealed and close to your body.
- Avoid wearing headphones when walking or jogging. Always be aware of your surroundings and practice risk avoidance techniques.
- If you need an escort call Jefferson Public Safety: 215-955-8888.

## Avoid Victimization

### Property protection

- Lock your door whenever you leave your room for ANY length of time or when sleeping.
- Secure your vehicle. Close all windows and lock all doors.
- Never prop open any door.
- Adequately protect all valuables in your room, such as wallets, jewelry, credit cards, cash and computers. Do not leave valuables or cash in plain view.
- Protect your books and put your name in them. Do not leave them in public places.
- Do not loan your keys to anyone.
- Never hide your keys outside your apartment or room. Do not put your name or address on your key rings.
- Take all valuable items home with you during vacations.
- When in a public place, keep valuable possessions out of sight. If you must leave an area for any length of time, take personal items with you.

