The 2011 Peirce College Security Services Report is made available to all students and employees because of our commitment to campus safety and security and our compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Pennsylvania Uniform Crime Reporting Act and Chapter 33 of the Pennsylvania Code. Please carefully review the information provided in this document, which reports on policies and data relating to the safety and security of the Peirce College Community.

Peirce College® is a private, four-year institution in the business of transforming lives. We do so by making the benefits of higher education accessible and attainable to non-traditional college students of all ages and backgrounds. We educate, empower, and inspire our students and one another in a highly professional, career-focused academic environment defined by trust, integrity, and mutual respect. We are passionate about equipping our students to make a difference in their communities, workplaces, and the world. Since 1865, Peirce has emphasized practical learning in support of workforce and economic development. For years, the vast majority of students resided in the Greater Philadelphia area (Pennsylvania, New Jersey, and Delaware). Today, Peirce has a national scope and international reach through its web-based distance learning program, Peirce Online®.

In 2010, Peirce College enrolled 2636 undergraduate students in bachelor's and associate degree programs and employed 261 full-time and part-time faculty and staff. Peirce College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606.

The College's urban campus consists of two buildings located along Pine, Waverly, and South Carlisle Streets in Philadelphia, Pennsylvania. The College’s address is 1420 Pine Street, Philadelphia, PA, 19102-4603. This report also includes data provided to us by our host facilities at community and corporate locations.

Current and prospective students and employees are entitled to receive a print copy of this report upon submitting a request to the Dean of Students at 215-670-9265 or Chief Auxiliary Services Officer at 215-670-9297.

To report a crime or other emergency on campus, please dial 215-670-9444. Students, faculty, and staff are asked to report off-campus crime and emergencies by dialing 911.

Peirce College Health, Safety, and Security Policies

Policies are established for the safety of everyone on our campus. Although we cannot eliminate every possibility that violence or other troubling disturbances may occur at Peirce College, with your help we can minimize the possibility that these types of events will happen. In this regard, the College has established policies to minimize everyone’s exposure to acts and threats of violence. The full text of College policies is available online in the following documents:

Peirce College Student Policy Handbook, 2011-2012 at www.peirce.edu/About/CollegeCatalog
Handbook for the Employees of Peirce College at my.peirce.edu (Intranet tab, HR link)

The guidelines and prohibitions set forth in the Health, Safety, and Security sections of these documents apply to students, officers, faculty members, managers, supervisors, employees, and alumni of the College, as well as all other persons doing business with and/or associated with the College and persons associated with these individuals (for example, members of a student's or employee's family).
Violations of safety and security policies may be punishable by any of the following penalties: legal action, expulsion, suspension, reporting of incident to police or other authorities, or other penalties deemed appropriate by the College. Alumni found in violation of policies may have their alumni privileges revoked. For complete details, please refer to the full text of our policies found at the links above.

Campus Law Enforcement and Security at Peirce College

On Campus
The office responsible for security on campus is Security Services, under the management of the Chief Auxiliary Services Officer, who can be reached at 215-670-9297.

Peirce College places a high priority on your personal safety. Security Services consists of five full-time and three part-time security officers who are trained and staffed by Allied Barton Security, King of Prussia, PA, and supported by state-of-the-art security technologies. Our security staff monitors the campus 24 hours a day, seven days a week. Whether on the Peirce campus as student, faculty member, staff, or visitor, you can be assured that Security Services is working to keep you and the College secure.

Security Services is responsible for reporting, following up, and resolving all security incidents on campus by following policies and procedures located in the Peirce College Procedures Manual. Security Services officers do not have authority to independently arrest individuals. However, Security Services fully cooperates with the Philadelphia Police Department's efforts to arrest individuals for criminal violations. Any incident requiring arrest on campus will be transferred to the jurisdiction of the Philadelphia Police Department.

Peirce College has a working relationship with State and local police agencies; however, the College does not have a memorandum of understanding with State or local police.

To contact Security Services in non-emergency situations, please call ext. 9284 from any telephone located in College Hall or Alumni Hall, or call 215-670-9284 from any non-campus phone.

Off-Campus
Security Services does not monitor criminal activity occurring off-campus. Any criminal activity occurring off-campus, whether in the vicinity of 1420 Pine Street, or near our remote locations, is under the jurisdiction of local police departments and should be reported by dialing 911.

Peirce College does not have any officially recognized student organizations with off-campus locations.

Reporting Crimes and other Emergencies

Security intercoms, located on the walls adjacent to the elevators on each floor of College Hall, can be used to automatically contact Security Services directly, or you can use any phone located in College Hall or Alumni Hall, by dialing ext. 9444. Please call 215-670-9444 to report crimes or emergencies from any non-campus phone. Students, faculty, and staff at any site other than the 1420 Pine Street campus should immediately contact the local Police Department by dialing 911.

The College strongly encourages the accurate and prompt reporting of all crimes to Security Services. Peirce students, faculty members, staff, or visitors who observe a security incident or problem are encouraged to notify Security Services, but may also report criminal offenses to the Philadelphia Police Department and to members of the College's Emergency Response Team:
Security Services maintains and stores a Daily Crime Log, which tracks the date crimes are reported, the date and time the crime occurred, the nature of the crime, the general location of the crime and the status of each complaint in the log. The crime log for the most recent 60-day period is available for public inspection upon request to Security Services at 215-670-9284 during normal business hours.

Confidential Reporting Policy

All reports of criminal activity will be investigated. The College does not have procedures for voluntary, confidential reporting of crimes. The College prohibits retaliation against a student who, in good faith, registers a complaint or brings such information to the College’s attention. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the Dean of Students or the Assistant Vice President, Human Resources for review. In the event that a situation arises, either on or off campus, that, in the judgment of the College, constitutes an ongoing or continuous threat, a [campus wide] “timely warning” will be issued to students, faculty, and staff. This warning will be issued through the College email system, student portal, public address system, www.peirce.edu website, and/or other means deemed appropriate by the College.

Emergency Response and Evacuation Procedures

Peirce College values the safety of its students, faculty, administration, and staff. In the event of an emergency, Peirce College will respond immediately and appropriately by using timely warning, lock down, shelter in place, and/or evacuation procedures. Emergency procedures are available on the Peirce College website at www.peirce.edu/About/Compliance.aspx and on the student portal at my.peirce.edu (Student Services tab).

Emergency Procedures
Under the direction of the Chief Auxiliary Services Officer, campus security and/or other designated College personnel, emergency response procedures will be enacted. In the event that emergency procedures are enacted, the College will provide timely and ongoing updates to the College community as appropriate.

Emergency Notification
Once a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, administration, and/or staff has been confirmed by the Chief Auxiliary Services Officer or designee through various notifications and alerts received, the College will use the following procedures:
1. Notifications are sent to the entire campus community
2. Under the direction of the Chief Auxiliary Services Officer, Associate Vice President of Marketing and Communications, and/or the Dean of Students, determine the content of the notification. Content of notifications are determined based on the type of emergency. They contain basic information specific to the situation.
3. The Assistant Vice President of Marketing and Communications or designee will initiate the notification through the College email system, student portal, public address system, www.peirce.edu website, and/or other means deemed appropriate by the College.

4. Provide detailed follow up information through any of the means listed in the timely warning section

5. Document the use of emergency procedures (date, time, description of procedures enacted will be kept on file in the Office of the Chief Auxiliary Services Officer)

Individuals and/or organizations outside of the campus community are notified when we post information on our website, portal, and/or our voicemail message changes to reflect the situation. In situations where our web servers are down, we use Facebook to communicate. If required, a press statement or release is prepared and shared with the media.

Although there is no formal agreement with our neighboring institution, University of the Arts, we do alert each other of any security issues on our campuses.

Timely Warnings
The College’s Emergency Response Team, comprised of senior managers and key personnel from across the campus, develops emergency response procedures, including timely warning and evacuation procedures, monitors critical events, and assists the community in responding to and communicating emergency situations. Members of this team are listed on the page 3 along with their contact information.

In the event that a situation arises, either on or off campus, that, in the judgment of the College, constitutes an immediate, ongoing or continuous threat, a campus wide “timely warning” will be issued without delay while taking into account the safety of students, faculty, and staff. The only exception is if the warning, in the professional judgment of responsible authorities, will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. This warning will be issued through the College email system, student portal, public address system, www.peirce.edu website, and/or other means deemed appropriate by the College. Depending on the particular circumstances of the crime or threat, especially in situations that could pose an immediate threat to the community and individuals, additional notices may be posted within and outside of the premises of the College, including any site other than the 1420 Pine Street campus.

Anyone with information warranting a timely warning should report the circumstances to Security Services by dialing 215-670-9444. Security intercoms, located on the walls adjacent to the elevators on each floor of College Hall, as well as telephones located in each classroom, can also be used to connect directly to Security Services. Students, faculty, and staff at any site other than the 1420 Pine Street campus should immediately contact the local Police Department by dialing 911.

Emergency Testing
Under the direction of the Chief Auxiliary Services Officer, the College will conduct testing on a biannual basis of the emergency response and evacuation procedures. Notification of scheduled testing of the emergency response and evacuation procedures will be shared with the College community through the College email system, student portal at my.peirce.edu and the College website at www.peirce.edu. Documentation of the testing of emergency response and evacuation procedures, which will entail a description of the exercise, date, time, a copy of the announcement and meeting notes after assessing the test, will be placed on file the Office of the Chief Auxiliary Services Officer.
Access to Peirce College

Identification Cards
To enhance the security of our premises, the College requires all students, officers, employees (including faculty members, administration, and staff), alumni, and visitors (including, but not limited to, contractors and vendors) to possess and display while on College property, as well as to access College services and events, a valid College-issued Identification Card (ID Card). In addition, all current students, officers, employees (including faculty members, administration, and staff), alumni, and visitors (including, but not limited to, contractors and vendors) may be required to produce proper photo identification upon request from Security or a College official upon entering any Peirce facility. Further, when deemed necessary by Security, periodic identification checks may be made for the safety of the campus community.

Biometric hand recognition readers are installed in high security areas throughout the College. Employees are required to electronically record their hand prints to gain access to restricted areas.

A graduate may use his or her Peirce College Student ID card to access College premises. If the graduate is no longer in possession of his or her ID card, he/she must identify himself/herself as a graduate to the Customer Service Desk at the College Hall entrance and produce a photo ID that includes the graduate’s name and address and sign in at the Customer Service Desk. Security reserves the right to make a copy of the photo ID. In the event that a photo ID is not available or the photo ID does not contain the graduate’s name and address, that graduate will not be permitted in the building. College issued identification badges (ID cards) are available to all graduates.

Students and alumni needing new ID Cards may obtain them between 8:00 a.m. and 10:00 p.m., Monday through Friday, by request at the College Hall Customer Service Desk. In addition, in order to have a College-issued ID processed, the individual must produce proper photo identification and a current roster. There is a $15.00 replacement fee for any lost ID card. Students who are unable to visit the Peirce campus should contact their Program Advisor to obtain a Peirce ID Card.

Any student or employee wishing to enter the buildings after hours will be required to show a proper ID card and sign in at the Customer Service Desk: after 10:00 p.m., Monday through Friday; after 5:00 p.m., Saturday; and anytime, Sunday.

Visitors
Any visitor to campus, including but not limited to vendors, must be escorted by a member of the host department from the Customer Service Desk to the scheduled meeting place.

Prospective students entering College Hall, Pine or Carlisle Street entrances must sign in at the Customer Service desk. They will be permitted to enter only the Admissions Office without an escort. Someone from the host department must escort prospective students going to any other College location.
It is understood that there will be times when a prospective student, current student, or graduate brings a guest or child on campus. Nonetheless, children are not permitted in the buildings unless they are accompanied at all times by their parent or guardian. Under no circumstances are guests or children permitted in learning environments, including but not limited to classrooms, computer labs, and the Library.

Security Searches
To protect our students and the College community, the College reserves the right to search at any time any person or property on the College’s premises, including, but not limited to a student’s personal possessions, handbag, back pack, brief case, packages, belongings, files, or any other bag or container that the College deems necessary to search.

In addition, the College reserves the right to monitor, access, search, block, copy, review, and disclose at any time (both in real time and after the fact) messages or documents created, sent, stored, or received, as well as any websites visited on (and, for each, regardless of whether accessed remotely or on-premises), any of the College’s communication systems, including, but not limited to: telephone system, fax machines, computer software and hardware, email system, voicemail system, and Internet server.

By using the College’s communication systems (with respect to which you have no expectation of privacy), individuals consent to the College’s monitoring, accessing, searching, blocking, copying, reviewing and disclosing, both in real time and after the fact, any documents or messages which they create, send, store, or receive, as well as websites visited on (and, for each, regardless of whether accessed remotely or on-premises), the College’s communications systems.

The College also reserves the right to hand search individuals entering the building or use mechanical devices such as a magnetometers and X-ray equipment for heightened screening. Further, periodic unannounced searches are the sole discretion of the College. Anyone refusing to have their person or property searched will either be escorted out of the building or not be permitted to enter the building. Furthermore, any student who fails to submit to a search, as required, will be subject to disciplinary action, up to and including expulsion from the College.

For purposes of this Policy, the College’s premises include all College owned or leased facilities, buildings, parking areas, campus, and surrounding grounds, and motor vehicles.

Additional Security Measures
Physical security is continually under review to further enhance the security of the campus and safety of the College’s students, faculty, staff, and administration.

Students, alumni, and visitors entering the Pine or Carlisle Street entrances of College Hall will be required to access the lower level only by way of the elevators at all times. Unusual or suspicious parcels or incoming mail will not be delivered.

Security considerations used in the maintenance of the campus facilities include exterior cameras and outdoor lighting.

Should you have any questions, please contact the Chief Auxiliary Services Officer at 215-670-9297.

Alcohol and Illegal Drugs
Peirce College maintains a strong commitment to programs that promote the health, well-being, and safety of its students and employees and the security of its premises. Consistent with this commitment, the College has established policies governing the unlawful use, consumption, possession, selling, distribution, dispensing, and manufacture of alcoholic beverages and illegal drugs. Please see the Alcohol and Illegal Drugs Policy in the Student Policy Handbook and the Substance Abuse Policy in the Handbook for the Employees of Peirce College.
Peirce College complies with all federal, state, and local laws, which regulate the sale, possession, and use of alcohol while on the premises of the College and while off campus participating in any College-sponsored activity or event. The College neither condones nor shields from prosecution any individual found in violation of the Pennsylvania liquor control laws.

With regard to alcoholic beverages, students of Peirce College are prohibited from the following:

- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing alcoholic beverages while on the premises of the College and while off-campus participating in any College-sponsored activity or event.
- Storing any alcoholic beverages in a locker, automobile, or other repository on College premises.
- Being under the influence of alcoholic beverages while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

According to state law, those under the age of 21 are prohibited to possess, consume, purchase, and furnish alcohol.

Peirce complies with all federal, state, and local laws, which prohibit the use, possession, and sale of illegal drugs. The College neither condones nor shields from prosecution students, faculty, staff, or visitors found in violation. Peirce College prohibits its students and employees from using, possessing, manufacturing, selling, distributing, or dispensing illegal drugs while on the premises of the College and while off campus participating in any College-sponsored activity or event.

With regard to illegal drugs, Peirce College prohibits its students from the following:

- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing illegal drugs while on the premises of the College and while off-campus participating in any College-sponsored activity or event. For the purposes of this policy, the term illegal drugs includes the following:
  - Any chemical substance the manufacture, use, possession, or sale of which is prohibited by law as listed in Schedules I through V of Section 202 of the federal Controlled Substance Act (21 U.S.C. § 812) or any controlled substance the possession, manufacture, distributions, sale, or acquisition by misrepresentation of which is prohibited under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act (35 Pa. C.S.A. 780-101 et seq.).
  - Any legally-dispensable controlled substance, or prescription (medications available only as prescribed by a licensed physician) obtained through fraud, deceit, misrepresentation, subterfuge, forgery, or alteration of a prescription, or used by any individual other than the person for whom it was prescribed.
  - Any over-the-counter medication capable of impairing one’s alertness and/or physical or mental reflexes that is taken for purposes of abuse or misuse.
  - Inhalants, such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.
- Storing any illegal drug in a locker, automobile, or other repository on College premises.
- Being under the influence of illegal drugs while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

Members of the College community (including former students or graduates) while on College premises or while off campus participating in any College sponsored activity or event are expected to conduct themselves in compliance with College policies, as well as conduct themselves in a manner in which they...
do not cause harm to themselves or others, and that they neither break laws nor contribute to the negligence of others. The College reserves the right to revoke College privileges in such circumstances.

Members of the College community violating alcohol/substance policies or laws may be subject to sanctions by the College, disciplinary action, criminal prosecution, fines, and imprisonment.

**Substance Abuse Education, Counseling, and Information**

The College is committed to providing educational programs and counseling to students (including alumni) and employees concerning the risks associated with alcohol and illegal drug use and/or abuse.

The Mary W. Walker '33 Center for Academic Excellence (215-670-9251, 2nd Floor Alumni Hall) and the Human Resources Department (215-670-9217, 3rd Floor Rear, Alumni Hall) provide drug and alcohol prevention information and programming. The *Peirce College Student Policy Handbook* and the *Handbook for the Employees of Peirce College* contain the College’s *substance abuse policies*, information about *drug and alcohol awareness, health risks*, and resources on where to receive *help and counseling*, as well as *College disciplinary actions*. Please see the College’s Community Calendar on the main page of the College portal, my.peirce.edu, for specific workshops and programs related to substance abuse.

**Alcohol, Drug Use, and Legal Sanctions**

The following is a summary of significant legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol. In addition, any student who is convicted under state or federal law involving the possession or sale of a controlled substance will be ineligible for federal student financial aid for specific periods of time, depending upon the nature and number of the offense(s).

The Pennsylvania Vehicle Code as well as the Pennsylvania Crimes Code provide penalties pertaining to the *possession and distribution of alcohol*. Prohibitions include, among other things:

**The Pennsylvania Vehicle Code, 75 Pa. C.S.A. § 3101 et seq.:**

Pennsylvania has set .08% Blood Alcohol Content (BAC) as the legal limit for driving under the influence convictions.

This law prohibits, among other things, a driver in any vehicle from consuming any controlled substance in the vehicle while the vehicle is in operation on any highway in Pennsylvania. Any person who causes the death of an individual while driving under the influence will be guilty of a felony and shall be ordered to serve a minimum term of imprisonment of not less than three years. Any person who negligently causes serious bodily injury to another person while driving under the influence will be guilty of a felony of the second degree.

**The Pennsylvania Crimes Code, 18 Pa. C.S.A. § 5505 et seq.:**

**Public Drunkenness** - A person is prohibited from appearing in public manifestly under the influence of alcohol to the degree that he may endanger himself or herself or other persons or property or annoy other persons in the vicinity. Penalties range from a fine of up to $300 to imprisonment for up to 90 days.

**Misrepresentation of Age** - Individuals are prohibited from misrepresenting one's age knowingly and falsely, in order to obtain liquor or malt or brewed beverages. Penalties range from a fine of up to $500, imprisonment for up to one year and include suspension of license from 90 days to two years. It is also a crime to knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of $300 and imprisonment for up to one year.
Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverages by A Minor

Minors are prohibited from attempt to purchase, consume, possesses or knowingly transport such beverages. Penalties range from fines of up to $300, imprisonment of up to 90 days and license suspension of 90 days for first offenses; penalties for three or more offenses are up to $500 in fines, imprisonment of up to one year, and license suspension for up to two years.

Prohibited Sale to Minors - It is a crime to intentionally and knowingly sell, furnish or purchase with intent to sell or furnish, any liquor, malt, or brewed beverages to minors. Penalty for a first violation is a minimum of $1,000; $2,500 for each subsequent violation; imprisonment for up to one year for any violation.

False Identification Cards - It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is $1,000 for first violation; $2,500 for subsequent violations; imprisonment for up to two years for any violation. It is also a crime to possess a false identification card or for a minor to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties range from a fine of up to $500, imprisonment for up to one year and include suspension of license from 90 days to two years.

Supplemental information may also be found at the website for the Pennsylvania Liquor Control Board, www.lcb.state.pa.us.

Numerous laws pertain to the distribution and possession of illegal drugs. These include:

The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. Cons. Stat. § 780-101 et seq., prohibits, among other things, the manufacture, sale, distribution, or possession of any controlled substance. Penalties under the Act range in severity depending on the act committed and the controlled substance involved. First time violators may be sentenced to imprisonment for up to one year, ordered to pay a fine up to $5,000, or both. Repeat offenders may be sentenced to imprisonment for up to three years, ordered to pay a fine up to $25,000, or both.

The Pharmacy Act, 63 Pa. Cons. Stat. § 390-8, prohibits any person from, among other things, procuring or attempting to procure any drug through fraud, deceit, misrepresentation, subterfuge, by forgery or alteration of a material fact, or by the use of a false statement in any prescription. Any person who violates the Act may be sentenced to imprisonment for up to one year, ordered to pay a fine up to $5,000, or both. For each subsequent offense, an individual may be sentenced to imprisonment for up to three years, ordered to pay a fine up to $15,000, or both.

The Federal Controlled Substances Act, 21 U.S.C. § 801 et seq., prohibits, among other things, the manufacture, distribution, dispensing, or possession, with intent to manufacture, distribute, or dispense, of a controlled substance. Penalties under the Act range in severity depending on the type and quantity of the controlled substance involved. The maximum penalties are life imprisonment, a fine of $4,000,000, or both. Penalties are increased for repeat offenders. Double penalties apply when the violation of the law takes place within one thousand feet of the property of a school or college. The penalty for simple possession is a sentence of a term of imprisonment for up to one year, a minimum fine of $1,000, or both.

Weapons and Nonviolence Policy

All students, as well as all officers, faculty members, managers, supervisors, employees and alumni, contractors, vendors, and suppliers of Peirce College, are prohibited from the following:

- Possessing or concealing a weapon while on the premises of the College or while participating in any off-campus College-sponsored activity or event. For the purposes of this policy, a weapon is defined to include guns, rifles, firearms, knives, explosives, bombs, and any and all other similar items. In the case of guns, rifles, and other firearms, it is irrelevant and no
defense that the gun, rifle, or firearm is not loaded and/or that the person in possession of the firearm has a license to carry such object. Further, you may not convert to a weapon any instrument, tool, or other item regularly used at the College, and such a conversion constitutes a violation of this rule. This policy will be enforced regardless of whether the weapon is in any way licensed. Any weapon or firearm discovered on Peirce College property or at a Peirce College off campus activity will be promptly confiscated and turned over to the local Police Department.

- **Threatening to harm any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College.** Such threats may be written or oral, expressed, or implied. The fact that a threatening comment may have been made “in jest” is no defense to behavior prohibited by this policy.

- **Physically assaulting, attacking, or otherwise intentionally causing injury to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College.** As a narrow exception to this rule, an individual may use physical force in self-defense under circumstances in which he/she cannot withdraw safely from a dangerous or threatening situation without the use of such force.

- **Sexually assaulting any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College.** For related information, please refer to the Sexual Assault Awareness, Prevention, and Response Policy, which appears in the Student Policy Handbook and the Workplace Health, Safety, and Security section of the Handbook for the Employees of Peirce College.

- **Threatening to cause damage to property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College, or to any other person doing business with and/or associated with the College.** Again, the fact that a threatening comment may have been made “in jest” is no defense.

- **Intentionally damaging or destroying property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College, or to any other person doing business with and/or associated with the College, regardless of when or where this prohibited behavior occurs.**

The prohibitions set forth above apply to actions directed not only toward students, officers, faculty members, managers, supervisors, employees, and alumni of the College, as well as all other persons doing business with and/or associated with the College, but also toward persons associated with these individuals (for example, members of a student’s or employee’s family).

Any student who violates any of the prohibitions set forth above will be subject to disciplinary action under the Student Disciplinary System. Violations of the College’s Health, Safety, and Security policies may be punishable by any of the following penalties: expulsion, suspension, monetary penalty, mandatory counseling, community work, required education program, or other penalties deemed appropriate by the College. In addition, students should be aware that violations may result in the reporting of incident to police or other authorities as well as action. Alumni found in violation of any provisions of this policy may have their alumni privileges revoked.

An employee who violates any of the prohibitions set forth above may be subject to immediate discharge, suspension of pay, and criminal persecution.

Because the responsibility for ensuring the safety and security of the College’s environment is something that is shared, the College needs to be alerted to potential problems. Students and employees should report immediately to Security Services any violation of College policies or other events that result in a dangerous or threatening situation. Students should speak immediately with faculty during class or with
the College’s Chief Auxiliary Services Officer, the Dean of Students, or other members of the College’s Emergency Response Team, listed on page 3 of this document.

The College will disclose information reported and which is related to the situations described above to the extent necessary to conduct an adequate investigation and/or to take appropriate corrective measures. Moreover, the College prohibits retaliation against a student who, in good faith, registers a complaint or brings such information to the College’s attention.

**Sexual Offense – Awareness, Prevention, and Response**

**Prohibition on Sexual Assault**
Peirce College is committed to preventing the occurrence of sexual offenses, which includes any sexual act directed at another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. The College is also committed to offering educational programs to promote awareness of rape, acquaintance rape, and forcible and non-forcible sexual offenses, as well as to taking appropriate actions in the event a sexual assault is reported.

**What to Do in the Event of a Sexual Assault**
If you believe that you have been a victim of a sexual assault or that a sex offense has occurred, you should, as soon as possible:

*Report the incident immediately* to campus Security Services using any of following methods:
Security intercoms located by the elevator on each floor of College Hall; dial ext.9444 from any telephone on campus, or dial 215-670-9444 or 215-670-9284 from any non-campus telephone.

In addition, victims are encouraged to report sexual assault to the local Philadelphia Police Department by calling 911. The Dean of Students at 215-670-9265, or his or her designee, will assist a student in notifying local police authorities, if the student requests such assistance. In making a police report, you will be asked for a detailed statement of what occurred. The police will ask for physical evidence, which will be collect by a nurse or doctor during a physical exam. The police then begin the formal investigation into the sexual assault. The police may ask you to identify the attacker through photographs or a lineup.

*Victims should seek medical attention immediately* and do not interfere with the preservation of evidence (do not bathe or change clothing prior to a medical or legal examination).

*Victims should meet with the Dean of Students or his or her designee.* The College will notify a student who has been a victim of a sexual assault of the options to change his or her academic situations, and if those changes are requested by the victim and are reasonably available, the College will make such changes for the student. Such changes may include, but are not limited to, arranging for excused absences, extended periods of time to make up examinations, tutoring, or changes in class schedule. Because the College does not provide residential housing, the College does not have the ability to require either party to change their housing arrangements, but will assist a victim in identifying alternative off-campus housing arrangements if requested by the victim.

Upon written request to the Dean of Students, Peirce College will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased because of the crime or offense, the College will provide the results of the disciplinary hearing to the victim’s next of kin.

**Confidentiality**
The College does not currently offer on campus counseling or mental health services for victims of sexual offenses. However, victims/survivors are encouraged to seek off-campus counseling in order to speak confidentially with a professional and begin the recovery period. Students may contact any number of local community resources for these counseling services. A list of off-campus counseling, mental health,
and other related services is provided below.

**Prevention Education and Off-Campus Counseling and Mental Health Services**

Peirce College is committed to providing on campus and online educational programs to promote awareness of rape, acquaintance rape, and other forcible and non-forcible offenses. Such educational programs are incorporated into new student orientation and additional sexual assault education. Information workshops are offered by the Mary W. Walker Center ’33 for Academic Excellence and available to students upon request.

In addition, literature on date-rape education, risk reduction, and off-campus counseling and mental health services is available through the Mary W. Walker Center ’33 for Academic Excellence, located at the main campus, 2nd Floor Alumni Hall. Students may also contact the Center at 888.467.3472, ext. 9251 or at WCAE@peirce.edu.

Although the College does not currently offer on campus counseling or mental health services for victims of sexual offenses, there are a number of off-campus educational, counseling and mental health services available and students and employees are encouraged to utilize these resources. For detailed information on educational and counseling services, please refer to The Peirce College Student Policy Handbook under Health, Safety and Security of the Academic Environment and to the Handbook for the Employees of Peirce College under Workplace Health, Safety, and Security.

**Campus Disciplinary Action**

Allegations of sexual offenses involving students are subject to disciplinary action under the Student Disciplinary System. The procedures of the Student Disciplinary System are detailed under the Code of Student Conduct and Responsibility, which appears in SECTION I of the Student Policy Handbook.

Allegations of sexual offenses involving employees are subject to disciplinary action, up to and including suspensions and/or immediate discharge.

Although ordinarily the proceedings are not open to the public, in the case of claims involving sex offenses, both the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the disciplinary process. In addition, both the victim and the accused will be informed of the outcome of the disciplinary proceedings, specifically, the College’s final determination with respect to the alleged sex offense as well as any sanctions imposed.

A student found to have engaged in a sexual offense may be suspended and/or expelled for the first offense. The student may also be required to attend mandatory counseling or educational programs or such other penalties deemed appropriate by the College. In addition, students should be aware that independent of any action taken by the College, students may be subject to both civil and criminal authorities (including local police) and may be subject to both civil and criminal prosecution.

Exempt and Salaried Nonexempt employees found to have engaged in a sexual offense may be suspended without pay in full day increments only. In addition, employees should be aware that independent of any action taken by the College, they may be subject to both civil and criminal authorities (including local police).

**Sex Offender Registration**

Students and employees of Peirce College seeking law enforcement agency information concerning registered sex offenders can visit www.pameganslaw.state.pa.us, an online listing established by the Pennsylvania State Police to provide timely information to the public on Sexually Violent Predators residing in the Commonwealth.
Criminal Records

Peirce College conducts a criminal background check on all new hires during the application process. There is no policy for inquiring if students have a criminal record during the admission process. Students enrolled in the Health Information Technology program are required to submit to a criminal background check and other clearances prior to participating in the Professional Practice Experience (PPE).

Crime Prevention & Security Awareness Programs

Campus safety and security at Peirce College is a shared responsibility. The best protection against crime is an aware and informed campus community of students, faculty, staff, and visitors who exercise good judgment and caution.

The vast majority of our students, faculty, staff, and visitors do not experience crime at the College. Despite everyone's preventive efforts, unfortunately, crime sometimes occurs. As part of our commitment to campus safety and security, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Pennsylvania Uniform Crime Reporting Act, we have provided Security Services and safety tips in the brochure, Public Safety Awareness, available at security stations and numerous locations around the campus. Additional crime prevention information is offered during College orientations and throughout the year.

- Do not be passive about security at Peirce College or anywhere else. If you have any questions about campus safety and security, please feel free to contact a member of Security Services at 215-670-9284.

- Feel free to call upon Security Services at any time. Our professionals are here to serve you. If an emergency should arise or you are in need of assistance, call the Peirce College Dispatch Center at 215-670-9444, 24 hours a day, 7 days a week, from any College office or security intercom (located on the wall near each elevator of every floor in College Hall).

- Security Services provides a Walking Escort Service for students, staff, faculty, and administration, Monday-Friday from 8:00 a.m. to 11:00 p.m. This service is provided within a two-block radius of the 1420 Pine Street campus. Certain restrictions apply; contact Security Services for details. Students may request this service by dialing 215-670-9284 or by making a request at the Customer Service Desk in College Hall.

The following is an overview of programs and community awareness activities that the College provides on an ongoing basis:

Campus Safety Training/Professional Development
This training is to review procedures and best practices in response to a campus emergency. The training focuses on ways to best respond when there is a threat to the safety of members of the Peirce Community.
Timeframe: Every two years

Testing of Emergency Response Procedures
Although only required annually, the College participates in the testing of emergency response procedures on a biannual basis. Notification of scheduled testing of the emergency response procedures is shared with the College community through the College email system, student portal and/or College website. Documentation of the testing of emergency response and evacuation procedures includes the description of the exercise, date, and time, a copy of the announcement, and meeting notes after assessing the test which are placed on file in the Office of the Chief Auxiliary Services Officer.
Timeframe: Twice a year
Safety/Awareness Messages to the Peirce College Community
Informing the College community about safe practices on an ongoing basis is helpful in educating individuals on ways to protect themselves. The College sends email messages at least three times a year to inform and remind the community (includes faculty, staff, students, and administrators) about preventive and/or proactive measures they can take.
Timeframe: Three times a year

New Student Orientation Programming
New Student Orientations are scheduled on an on-going basis throughout the academic year. As part of the agenda, a member of the Peirce College Security Team discusses campus safety with new students.
Timeframe: Three times a year

Customer Service Week
Annually, the College recognizes the community for its service. As part of the week’s agenda, employees and students have the opportunity to meet members of the security team from Allied Barton and to discuss security prevention tips and receive helpful handouts on security awareness.
Timeframe: Once a year

Peirce College Crime Reporting and Statistics
- The report is prepared through Institutional Research with cooperation from Security Services and the Dean of Students.
- The crime statistics listed in the report include the categories of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Security Services requests crime statistics from the Police Commissioner for the crimes reported on and around the campus at 1420 Pine Street.
- The College reports criminal incidents to State police agencies on a monthly basis and to local police agencies whenever there is an incident that requires legal authorities.
- Students and employees of the College are notified annually about the availability of the security report, published by October 1 each year. The report is available on the web at www.peirce.edu/security. Current and prospective students and employees are entitled to receive a print copy of this report upon submitting a request to the Dean of Students at 215-670-9265 or the Chief Auxiliary Services Officer at 215-670-9297.
- The College's urban campus consists of two buildings located along Pine, Waverly, and South Carlisle Streets in Philadelphia, Pennsylvania. The College’s address is 1420 Pine Street, Philadelphia, PA, 19102-4603.
- Per the Clery Act definition, there is no non-campus or residential property associated with Peirce College and, therefore, no non-campus or residential crime to be reported.
• Public Property offenses reflect the statistics provided by the Philadelphia Police Department, 9th District, A Sector.

• In addition to its campus at 1420 Pine Street, Philadelphia, PA, Peirce College holds courses at the locations listed below.

Father Judge High School, 3301 Solly Ave., Philadelphia, PA 19136

Additional Helpful Information

The College encourages you to use the resources available on the following websites to learn more about substance abuse and campus safety.

Department of Justice Office of Violence Against Women www.usdoj.gov/ovw
Department of Education website for Student Financial Aid www.students.gov/STUGOVWebApp/index.jsp
The Higher Education Center for Alcohol & Other Drug Abuse & Violence Prevention www.higheredcenter.org
The Pennsylvania Liquor Control Board www.lcb.state.pa.us
The Pennsylvania State Police Megan’s Law website www.pameganslaw.state.pa.us
The College of Physicians of Philadelphia www.phillyhealthinfo.org/
United States Attorney’s Office Project Safe Neighborhoods www.psn.gov/outreach/index.html
The U.S. Department of Health & Human Services Center for Substance Abuse Prevention (CSAP) www.samhsa.gov/prevention/

To request a print copy of this document, please contact the Dean of Students at 215-670-9265 or the Chief Auxiliary Services Officer at 215-670-9297.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the release of statistics for certain criminal incidents, arrests and disciplinary referrals on campus to all students and employees, and, upon request, to prospective students and employees. The law requires that these statistics be shown in specific geographic categories. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories, and arrest data mandated by federal law. Please note that these statistics use federal crime classifications, which vary from the crime classifications under state law, which are also published in this report. The statistics reported below reflect the number of incidents reported to the College's Security Services. They do not indicate actual criminal prosecution or student judicial action, or the outcome of either.

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Notes: 1. NA means not available
2. Hate Crimes categories were added to the regulations in 2009.
The Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rate is calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the College’s Full Time Equivalent (FTE) students and employees. The FTE is calculated using a state required formula. The College’s FTE Population was 1319.8 in 2008, 1305 in 2009 and 1294.8 in 2010. The statistics reported below reflect the number of incidents reported to the College’s Security Services. They do not indicate actual criminal prosecution or student judicial action, or the outcome of either. Please note that the state crime classifications for which the College is reporting these statistics varies from the crime classifications under federal law, which are also published in this document.

### PART I OFFENSES

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### PART II OFFENSES

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