



Butler County Community College

Annual Safety & Security Report

2023

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Message from the President

Butler County Community College provides educational opportunities for approximately 20,000 credit and non-credit students annually. We do so on our Main Campus in Butler Twp. and at additional locations at BC3 @ Lawrence Crossing, BC3 @ LindenPointe, BC3 @ Armstrong, BC3 @ Brockway, BC3 @ Cranberry, and in an online environment.

One of our college goals pertains directly to safety and security. One of our pathways from our strategic plan also speaks to the safety and security of our students, faculty, staff and visitors at all BC3 locations.

BC3 annually addresses its responsibilities for accountability in conjunction with the Jean Clery Disclosure of Campus Security and Crime Statistics Act. This report presents information pertaining to the Clery Act. It is created in cooperation with pertinent BC3 internal and external stakeholders.

Should you have any questions or need additional information, please contact Campus Police at 724-287-8711, Ext. 8394 or Student Affairs and Enrollment Management at Ext. 8261.

Sincerely,

Dr. Nicholas C. Neupauer
President

Clery Act

The Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act is a federal mandate requiring all institutions of higher education that participate in federal student financial aid programs to disclose information about certain campus policies, procedures, and crime that occurs on the campus and certain off campus locations. The Clery Act affects nearly all public and private institutions and is enforced by the U.S. Department of Education.

Jeanne Clery, a 19-year-old Lehigh University freshman, was raped and murdered while sleeping in her dorm room in 1986. Jeanne did not know her killer. He was a freshman student at the university. Her assailant is now spending his life behind bars without parole.

Her parents believe that she would have been more cautious if she had known about other violent crimes at Lehigh University. The Clerys committed themselves to creating enduring change. They were alarmed by the lack of information provided students and families about the rapid increase of violent and non-violent incidents on campuses; they realized that while crimes were being reported to campus authorities, administration often failed to provide adequate warnings about those incidents – even more troubling, there were no uniform laws mandating them to do so.

The Clerys took their fight to Capitol Hill. In 1990, three years after the organization's founding, Congress approved the Crime Awareness and Campus Security Act. Later renamed in Jeanne's memory, the Jeanne Clery Act took effect in 1991. It requires colleges and universities to disclose their security policies, keep a public crime log, publish an annual crime report, and provide timely warnings to students and campus employees about crime posing an immediate or ongoing threat to students and campus employees. The law also ensures certain basic rights for victims of campus sexual assaults and requires the U.S. Department of Education to collect and disseminate campus crime statistics.

- Clery Center for Security on Campus

Additional amendments occurred in 2013 when The Violence Against Women Reauthorization Act (VAWA,) also known as the Campus SaVE Act, was signed into law which imposes additional obligations on colleges and universities under Title IX and Clery crime reporting. Under VAWA, colleges and universities are required to report Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking along with crime categories the Clery Act already mandated. A definition of these and all other Clery reportable crimes and statistics can be found in this report.

I. Geography

Butler County Community College (BC3) is comprised of a main campus located in Butler, Pennsylvania and several off-campus locations. The College has identified all areas that are considered public property adjacent to campus, off campus, and the campus itself. Those defined geographical areas are used to capture data of reported crimes to campus safety and local law enforcement and is used for inclusion into the annual security report. Further detail can be found in Section II. Crime Statistics.

Any questions related to Clery Geography may be addressed to the Executive Director of Operations at 724-287-8711, Ext. 8286 or the Director of Campus Police and Security at 724-287-8711, Ext. 8225.

Property	Address	Classification
BC3 Main Campus	107 College Drive, Butler Twp., PA 16002	On-Campus
BC3 @ Armstrong	Prior to March 2023: 104 4 th Ave., Ford City, PA 16226 Since March 2023: 1100 4th Ave., Ford City, PA 16226	Non-Campus Location
BC3 @ Brockway	1200 Wood St., Brockway, PA 15824	Non-Campus Location
BC3 @ Cranberry	250 Executive Drive, Cranberry Twp., PA 16066	Non-Campus Location
BC3 @ Lawrence Crossing	2849 W. State St., New Castle, PA 16101	Non-Campus Location
BC3 @ LindenPointe	3182 Innovation Way, Hermitage, PA 16148	Non-Campus Location
BC3 Downtown	127 S. Main St., Butler, PA 16001	Non-Campus Location

Definitions of Classifying Geographical Locations of Crime Reports on Campus

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non Campus Building or Property

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

Public Property

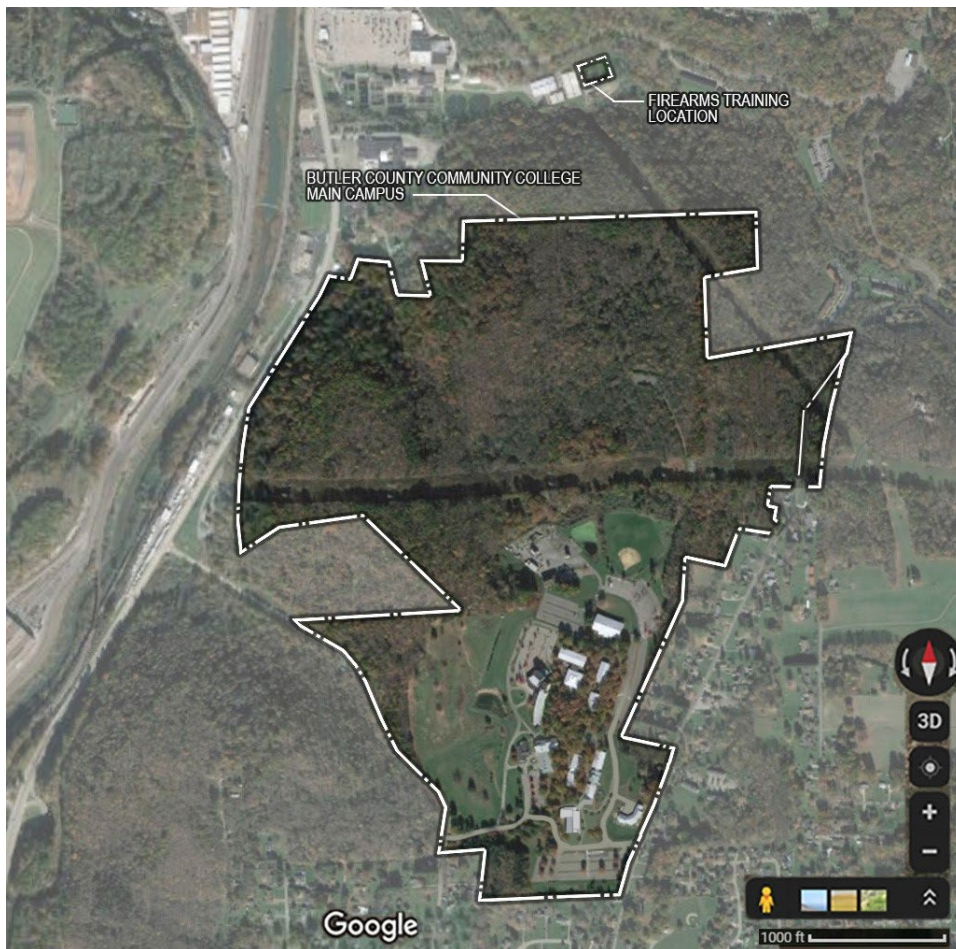
- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Butler County Community College (BC3) Main Campus

BC3 Main Campus is located at 107 College Drive, Butler, PA 16002. The campus consists of 18 specific academic buildings and a number of other various support facilities. The College is located on 329 acres and is bordered on the east by Old Plank Road, on the south by adjacent residential neighborhoods, on the west by Decatur Drive and State Rt. 8 and to the north by wooded acreage.

Campus Safety services are provided by BC3's Campus Police Department. Butler Twp. Police Department responds to the campus as needed. Butler Twp. Station 7 provides fire response and Emergency Medical Services are handled by Butler Ambulance Service.

Crime statistics compiled for the BC3 main campus are all crimes reported to the BC3 Campus Police Department as well as the Butler Twp. Police Department that have been reported to have occurred within the boundaries as shown on the map below.



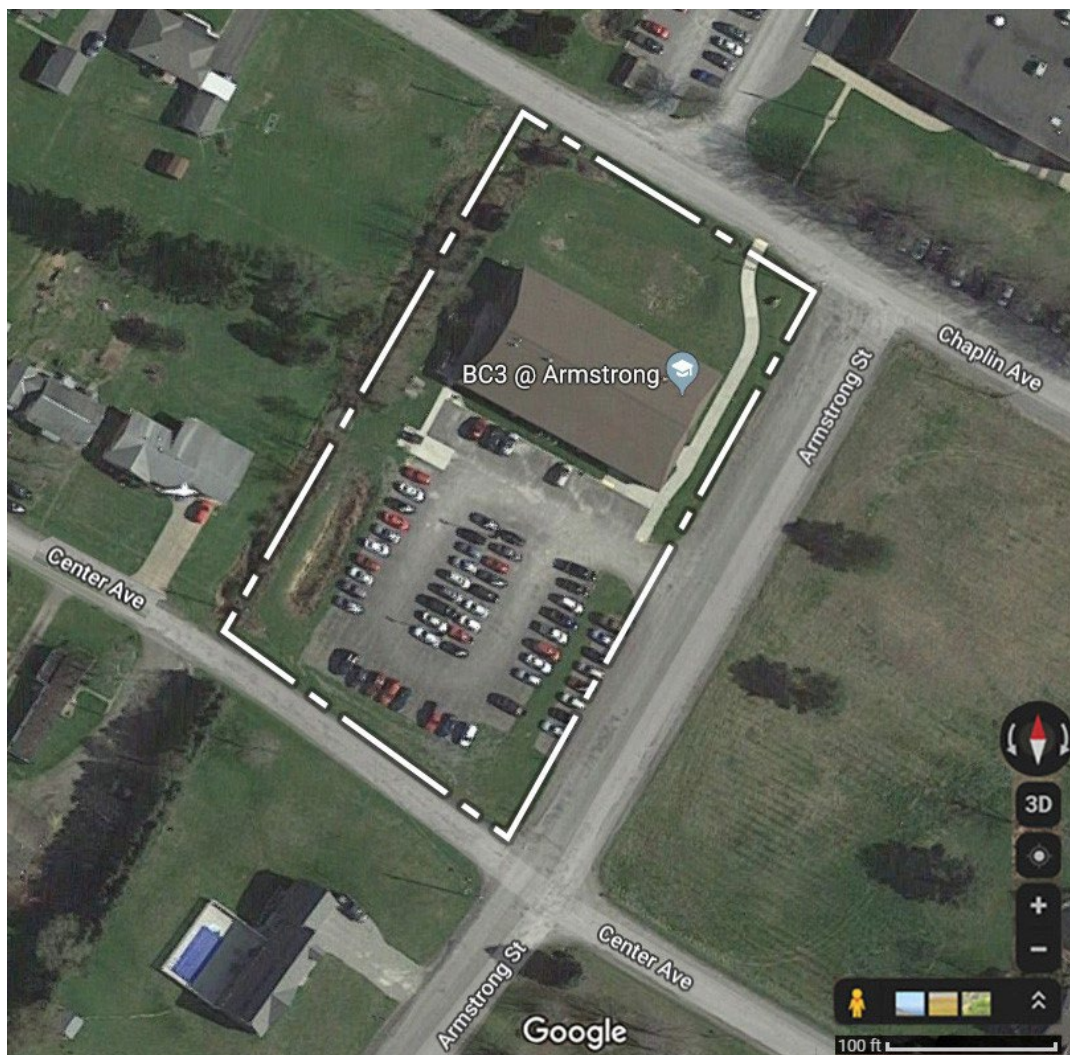
BC3 @ Armstrong

This location moved in March 2023. Previously, Butler County Community College leased and shared space and operated a location at 104 Armstrong St., Ford City, PA 16226 known as BC3 @ Armstrong. This location consists of a single, 10,000 square foot building, which BC3 leases 2,500 square feet and adjacent parking. The facility is bordered on the north by Chaplin Ave., to the east by Armstrong Drive and to the south and west by adjacent residential properties.

In March 2023, BC3 @ Armstrong moved to 1100 4th Avenue, Ford City, PA 16226.

Campus safety services are provided by the BC3 Campus Police Department as well as the Southern Armstrong Regional Police Department. The Ford City Hose Company No. 1 provides fire service and Ford City Ambulance Service provides EMS response services.

Crime statistics compiled for BC3 @ Armstrong are all crimes reported to the BC3 Campus Police Department as well as the Southern Armstrong Regional Police that have been reported to have occurred within the boundaries as shown on the map below (104 Armstrong St., Ford City, PA) and are included in the statistics for the Butler County Community College main campus.



BC3 @ Brockway

Butler County Community College leases a location at 1200 Wood St., Brockway, PA 15824 known as BC3 @ Brockway. This location consists of a 50,000 square foot building that also houses senior living apartments, doctors and rehabilitation offices, an art museum, a café and some common areas. BC3 occupies 20,000 square feet of this facility. The facility is bordered on the east by McCullough Ave., to the north and west by Taylor Memorial Park and to the south by residential properties.

Campus safety services are provided by the BC3 Campus Police Department as well as the Brockway Police Department. The Brockway Volunteer Hose Co. provides fire response and Brockway Area Ambulance provides EMS response services.

Crime statistics compiled for BC3 @ Brockway are all crimes reported to the BC3 Campus Police Department as well as the Brockway Police Department that have been reported to have occurred within the boundaries as shown on the map below (1200 Wood St., Brockway, PA) and are included in the statistics for the Butler County Community College main campus.



BC3 @ Cranberry

Butler County Community College owns and operates a location at 250 Executive Drive, Cranberry Twp., PA 16066 known as BC3 @ Cranberry. This location consists of a single, 22,500 square foot building and adjacent parking. The facility is bordered on the east by Executive Drive, in the west by the PA Turnpike and to the north and south by adjacent commercial properties.

Campus safety services are provided by the BC3 Campus Police Department as well as the Cranberry Twp. Police Department. The Cranberry Twp. Fire Department and Emergency Services provide fire and EMS response services.

Crime statistics compiled for BC3 @ Cranberry are all crimes reported to the BC3 Campus Police Department as well as the Cranberry Twp. Police Department that have been reported to have occurred within the boundaries as shown on the map below (250 Executive Drive, Cranberry Twp., PA) and are included in the statistics for the Butler County Community College main campus.



BC3 @ Lawrence Crossing

Butler County Community College leases a location at 2849 W. State St., New Castle, PA 16101 known as BC3 @ Lawrence Crossing. This location consists of a single, 25,250 square foot building and adjacent parking. The facility is bordered on the east by W. Washington St., to the north by W. State St., to the south by residential properties and the west by undeveloped land.

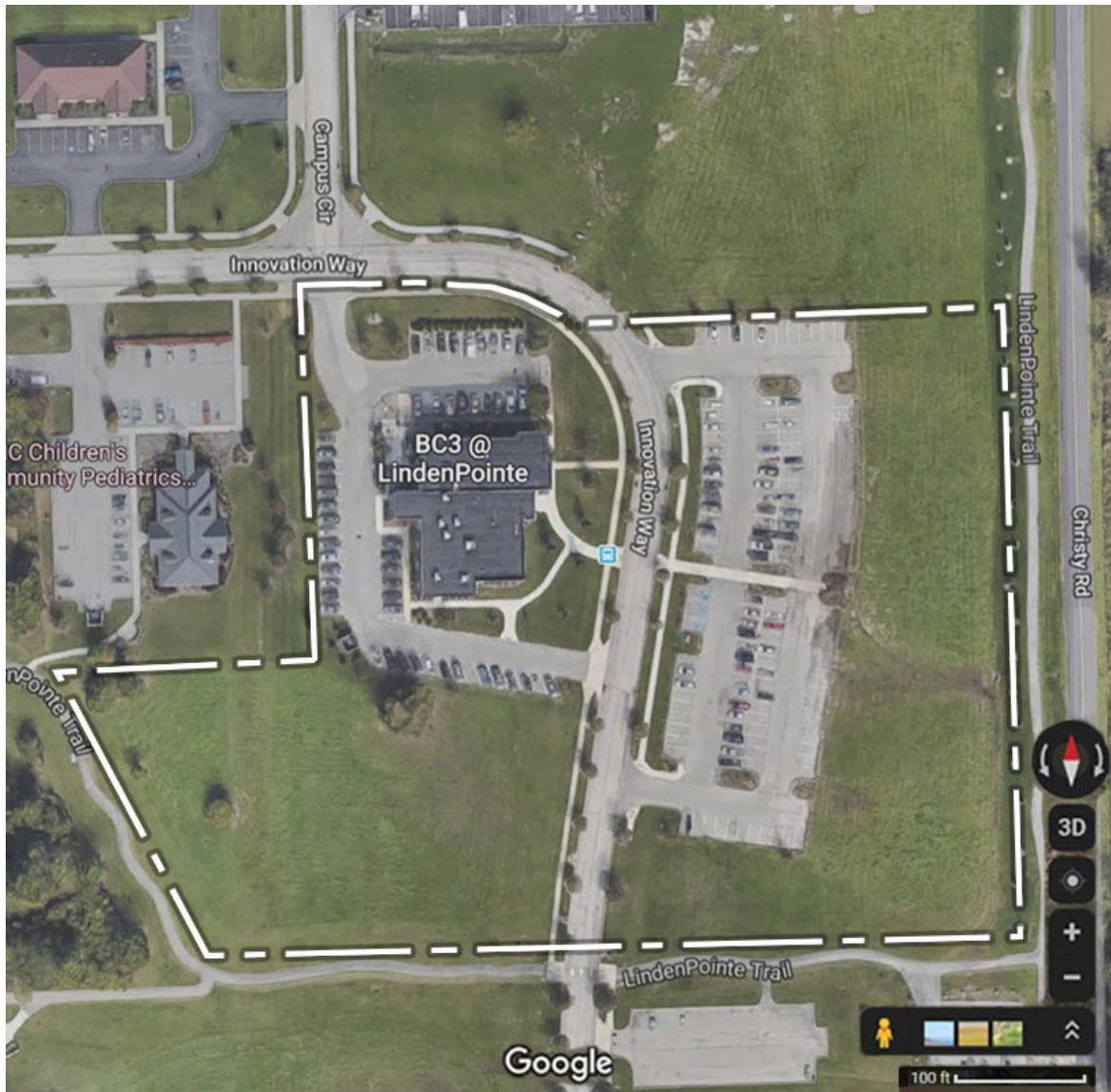
Campus safety services are provided by the BC3 Campus Police Department as well as the Union Twp. Police Department. The Union Twp. Fire Department provides fire response and Jefferson Hills Ambulance Service provides EMS response services.

Crime statistics compiled for BC3 @ Lawrence Crossing are all crimes reported to the BC3 Campus Police Department as well as the Union Twp. Police Department that have been reported to have occurred within the boundaries as shown on the map below (2849 W. State St., New Castle, PA) and are included in the statistics for the Butler County Community College main campus.



BC3 @ LindenPointe

Butler County Community College leases a location at 3182 Innovation Way, Hermitage, PA 16148 known as BC3 @ LindenPointe. This location consists of a single, 20,250 square foot building and adjacent parking lots. The facility sits within the Innovation Business Park and is surrounded by other commercial businesses and properties in Hermitage, PA.



Campus safety services are provided by the BC3 Campus Police Department as well as the Hermitage Police Department. The Hermitage Fire Department provides fire response and Elite EMS, Inc. provides EMS response services.

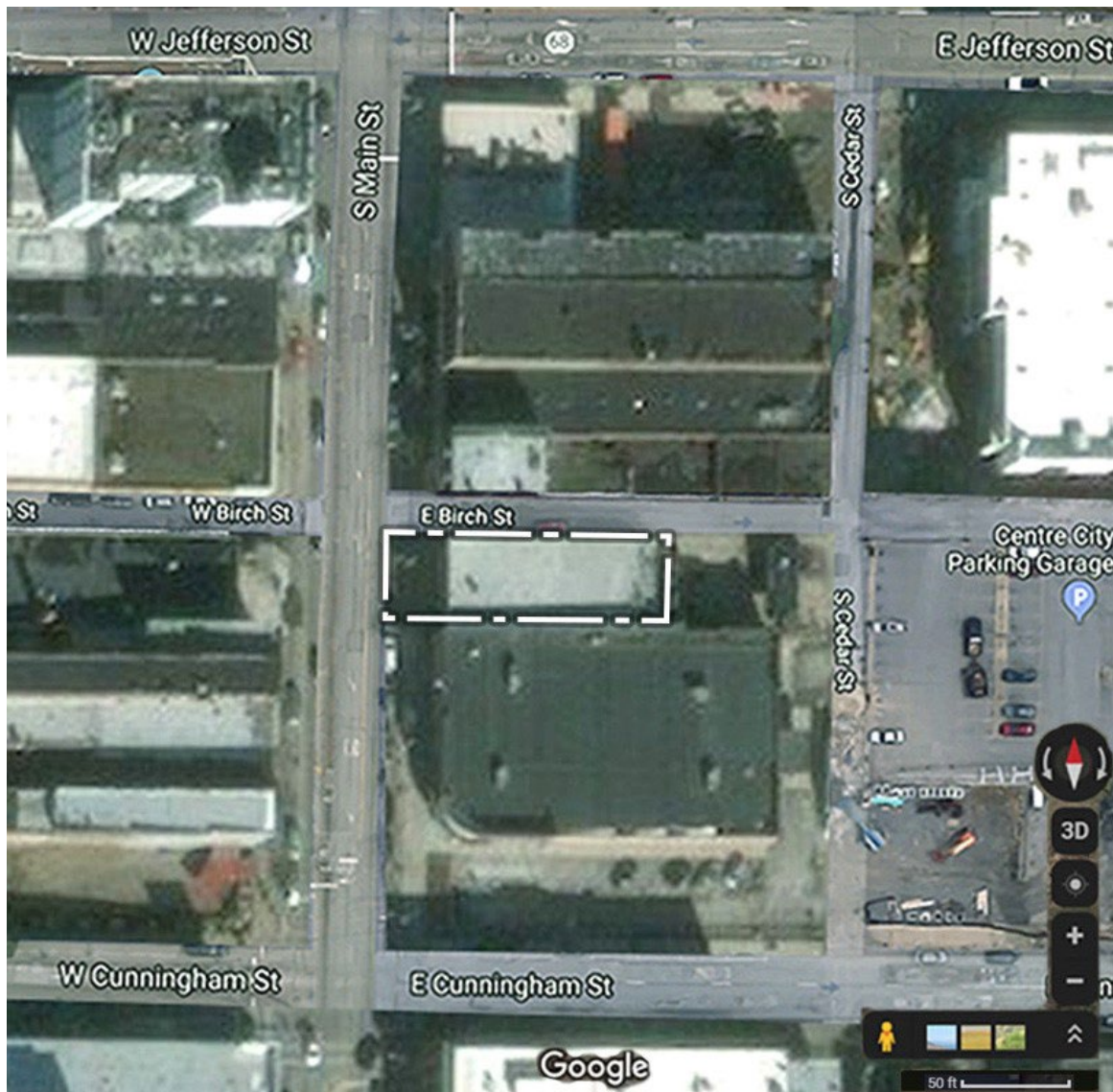
Crime statistics compiled for BC3 @ LindenPointe are all crimes reported to the BC3 Campus Police Department as well as the Hermitage Police Department that have been reported to have occurred within the boundaries as shown on the map below (3182 Innovation Way, Hermitage, PA) and are included in the statistics for the Butler County Community College main campus.

BC3 Downtown

Butler County Community College leases and shares space and operates a location at 127 S. Main St., Butler, PA 16001 known as BC3 Downtown. This location consists of a 2-story facility, which BC3 leases about 150 square feet of office space on the 2nd floor. The facility sits on Main St. in Butler, and is surrounded by other commercial and retail buildings.

Campus safety services are provided by the BC3 Campus Police Department as well as the City of Butler Police Department. The City of Butler Fire Department provides fire response and Butler Ambulance Service provides EMS response services.

Crime statistics compiled for BC3 Downtown and all crimes reported to the BC3 Campus Police Department as well as the City of Butler Police Department that have been reported to have occurred within the boundaries as shown on the map below (127 S. Main St., Butler, PA) and are included in the statistics for the Butler County Community College main campus.



II. Crime Statistics

The following crime statistics are published in compliance with the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act. These statistics are compiled and released annually by Butler County Community College (BC3) Campus Police Department.

For purposes of compiling and reporting its campus crime statistics and campus security policies, Butler County Community College used the definitions as set forth in this Section. The crimes defined are in accordance with the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, and the modifications in such definitions as implemented pursuant to the Hate Crimes Statistics Act. For the offenses of domestic violence dating violence, and stalking, Butler's statistics were compiled in accordance with the definitions used in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)).

The Campus Police Sergeant assigned by the Director of Campus Police and Security submits the annual crime statistics published in this report to the United States Department of Education (DOE) via the annual web-based collection process. The statistical information gathered by the United States Department of Education is available to the public through the DOE website.

Definitions for Use in Classifying Crime Reports

The statistics on the following pages are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the Clery Act. The College classifies and discloses Criminal Offense, Hate Crime, arrest and disciplinary referral statistics based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. For the categories of Domestic Violence, Dating Violence, and Stalking, the Clery Act specifies that the College must use the definitions provided by the Violence against Women Act (VAWA) of 1994.

Criminal Offense Definitions

- A. **Murder and Non-Negligent Manslaughter** - the willful (non-negligent) killing of one human being by another.
- B. **Negligent Manslaughter** - the killing of another person through gross negligence.
- C. **Sexual Assault (Sex Offenses)** - any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. There are four types of sex offenses:
 - 1. **Rape** - the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
 - 2. **Fondling** - touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the

victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

3. **Incest** - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 4. **Statutory Rape** - sexual intercourse with a person who is under the statutory age of consent. (Note: If force is used or threatened, or the victim was incapable of giving consent because of their age or temporary or permanent or mental impairment, the offense is Rape, not Statutory Rape).
- D. **Robbery** - taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- E. **Aggravated Assault** - an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- F. **Burglary** - unlawful entry of a structure to commit a felony or a theft. (Note: The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary).
- G. **Motor Vehicle Theft** - theft or attempted theft of a motor vehicle. (Note: theft from a motor vehicle is Larceny, which is not a Clery Act crime.)
- H. **Arson** - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crime Offense Definitions

- A. **Hate Crimes** - is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any of the aforementioned offenses, vandalism, larceny and any other crime involving bodily injury reported to local Security agencies or to a Campus Security Authority are counted as hate crimes.

Although there are many possible categories of bias, only the following categories are reported under the Clery Act:

1. **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).

2. **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
3. **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
4. **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
5. **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. (Note: the concept of ethnicity differs from the closely related term of "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.)
6. **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
7. **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In addition to the Hate Crime offenses defined, the additional categories of offenses are reported as Clery Act offenses if (and only if) they are Hate Crimes.

- B. **Larceny-Theft** – the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion of control over a thing.
- C. **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.
- D. **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.

- E. **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. reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

VAWA Offense Definitions

- A. **Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with the consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- B. **Domestic Violence** – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- C. **Stalking** – engaging in a course of conduct directed at specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.
1. **Course of conduct** - is two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, is in the presence of, or follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property and/or harasses a person causing a reasonable person to experience emotional distress and fear for the person’s safety or the safety of the person’s immediate family or close personal associate.
 2. **Reasonable person** - An ordinary, prudent person who normally exercises due care while avoiding extremes of both audacity and caution would under the same circumstances render a similar conclusion or deem the course of action appropriate for the circumstances faced at the time of the event.
 3. **Substantial emotional distress** - significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Pennsylvania's Definitions of Dating Violence, Domestic Violence, Sexual Assault and Stalking

Pennsylvania's Crime Codes do not specifically or directly define the terms dating violence, domestic violence or sexual assault. The term stalking is defined in Title 18 2709.1 as:

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

Arrests and Disciplinary Referrals

- A. **Referred for Disciplinary Action** – the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.
- B. **Weapons: Carrying, Possessing, Etc.** – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- C. **Drug Abuse Violations** - the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- D. **Liquor Law Violations** - the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Student Right-to-Know and Campus Safety Act

In compliance with the Student Right-to-Know/Campus Safety Act and the Jeanne Clery Disclosure of Campus Safety Policy/Campus Crime Statistics Act, it is the policy of Butler County Community College to make readily available to all prospective/current students and college staff the following information on an annual basis concerning:

- The completion or graduation rate of all full-time, first-time certificate or degree seeking undergraduate students, as well as the average completion or graduation rate of students who have received athletically-related student aid, and
- The disclosure of crime statistics within specific classifications and arrests indicating reported incidents as required by law.

Butler County Community College adheres to the Campus Safety Act (Public Law 101 - 542). Current statistics and specific information about crimes and security on campus are published and distributed within the annual security report, provided to current and prospective students/employees, and posted online.

Butler County Community College-Butler Main Campus 2022

CRIMINAL OFFENSES

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

Sexual Assault

Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0

V.A.W.A. Offenses

Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking					

ARREST/JUDICIAL REFERRALS

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

Judicial Referrals/Disciplinary Actions

Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

Date of Request for Statistics from LEA	08-28-2023	Date of Response from LEA	08-28-2023	No record found	
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Butler County Community College-Armstrong Campus 2022

CRIMINAL OFFENSES

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

Sexual Assault

Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0

V.A.W.A. Offenses

Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0

ARREST/JUDICIAL REFERRALS

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
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Arrest

Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

Judicial Referrals/Disciplinary Actions

Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

Date of Request for Statistics from LEA	08-28-2023	Date of Response from LEA	NO Response		
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Butler County Community College-Brockway Campus 2022

CRIMINAL OFFENSES

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	08-28-2023	Date of Response from LEA	08-31-2023	No records found	

Butler County Community College - Cranberry Campus 2022

CRIMINAL OFFENSES

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	08-28-2023	Date of Response from LEA	08-28-23	No records found	

Butler County Community College – Lawrence Campus 2022

CRIMINAL OFFENSES

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	08-28-2023	Date of Response from LEA	08-28-23	No records found	

Butler County Community College Linden Pointe Campus 2022

CRIMINAL OFFENSES

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	08-28-2023	Date of Response from LEA	No Response		

BC3 Downtown 2022					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	08-28-2023	Date of Response from LEA	08-30-23	No records found	

BC3 Butler Main Campus 2021					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	1	0	0	0	0
Date of Request for Statistics from LEA	07-05-2022	Date of Response from LEA	07-06-2022	No record found	

BC3 @ Armstrong Campus 2021					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	07-05-2022	Date of Response from LEA	07-19-2022	No records round	

BC3 @ Brockway Campus 2021					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	07-05-2022 07-20-2022	Date of Response from LEA	07-29-2022	No records found	

BC3 @ Cranberry Campus 2021					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	07-05-2022 07-20-2022	Date of Response from LEA	07-25-2022	No records found	

BC3 @ Lawrence Crossing Campus 2021

CRIMINAL OFFENSES

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	07-05-2022	Date of Response from LEA	07-05-2022	No Record found	

BC3 @ LindenPointe Campus 2021					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	07-08-2022	Date of Response from LEA	07-12-2022	No records found	

BC3 Downtown 2021					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	07-05-2022	Date of Response from LEA	07-06-2022	No records found	

BC3 Main Campus 2020					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	1	0	0	1	0
Date of Request for Statistics from LEA	08-13-2021	Date of Response from LEA	08-13-2021	No record found	

BC3 @ Armstrong Campus 2020

CRIMINAL OFFENSES

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	09-08-2021	Date of Response from LEA	09-08-2021	No record found	

BC3 @ Brockway Campus 2020					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	08-13-2021 08-24-2021	Date of Response from LEA		No Response	

Two attempts to contact Brockway Police Department were made with no response.

BC3 @ Cranberry Campus 2020					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	08-13-2021	Date of Response from LEA	08-13-2021	No record found	

BC3 @ Lawrence Crossing Campus 2020

CRIMINAL OFFENSES

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	08-13-2021	Date of Response from LEA	08-13-2021	No Record found	

BC3 @ LindenPointe Campus 2020

CRIMINAL OFFENSES

TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	08-13-2021	Date of Response from LEA	08-19-2021	No records found	

BC3 Downtown 2020					
CRIMINAL OFFENSES					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Sexual Assault					
Rape	0	0	0	0	0
Non-Forcible Sex Offense/Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
V.A.W.A. Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
ARREST/JUDICIAL REFERRALS					
TYPE OF OFFENSE	ON CAMPUS	NON-CAMPUS BUILDING/PROPERTY	PUBLIC PROPERTY	HATE CRIMES	UNFOUNDED
Arrest					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Judicial Referrals/Disciplinary Actions					
Illegal Weapons Possession	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Date of Request for Statistics from LEA	08-13-2021	Date of Response from LEA	08-13-2021	No records found	

III. Campus Security Authorities

Campus Security Authorities is a Clery Act-specific term that encompasses four (4) groups of individuals and organizations associated with an institution.

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

BC3 does not employ pastoral or professional mental health counselors who would not be considered Campus Security Authorities.

The following employees have been identified as Campus Security Authorities and are required to report crimes for the Annual Security Report. The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members, particularly students, may be hesitant about reporting crimes to Campus Police and Security; however, they may be more inclined to report incidents to other campus-affiliated individuals. The College requires CSAs to complete an online training program.

Butler County Community College Campus Security Authorities

Campus Security Authority	Contact Information
Campus Police and Security	
Campus Police & Security – Director, All Officers & Dispatcher	Office: Student Success Center Phone: 724-287-8711 Ext. 8394
Title IX Committee	
Title IX Coordinator – Executive Director of Human Resources/ Equal Opportunity Compliance Officer	Office: Administration Room 153 Phone: 724-287-8711 Ext. 8353
Dean of Students Development	Office: Student Success Center Room 174 Phone: 724-287-8711 Ext. 8045
Director of Campus Police & Security	Office: Student Success Center Room 120 Phone: 724-287-8711 Ext. 8225
Criminology Instructor, Humanities & Social Science Division	Office: Social Science Building Room 121 Phone: 724-287-8711 Ext. 8163
Assistant Director of Student Life – Athletics	Office: Field House Room 107 Phone: 724-287-8711 Ext. 8423
Athletic Training – Main Campus	

Assistant Director of Student Life – Athletics	Office: Field House Room 107 Phone: 724-287-8711 Ext. 8423
Site Contacts	
Director of BC3 @ Armstrong	Office: 104 Armstrong St. Ford City, PA 16226 Phone: 724-902-7452
Director of BC3 @ Brockway	Office: 1200 Wood St. Brockway, PA 15824 Phone: 814-265-1813
Director of BC3 @ Cranberry	Office: 250 Executive Drive Cranberry Twp., PA 16066 Phone: 724-772-5520
Director of BC3 @ Lawrence Crossing	Office: 2849 West State St. New Castle, PA 16101 Phone: 724-685-1938
Director of BC3 @ LindenPointe	Office: 3182 Innovation Way Hermitage, PA 16148 Phone: 724-346-2073
Community Initiatives Center Assistant	Office: 127 South Main St. Butler, PA 16001 Phone: 724-287-8711 Ext. 8172
Student Life – Main Campus	
Director of Student Life/Athletics Coaches/Assistant Coaches	Office: Student Success Center Room 220 Phone: 724-287-8711 Ext. 8249
Assistant Director of Student Life – Activities & Club Advisors	Office: Founders Hall Room 108 Phone: 724-287-8711 Ext. 8448
Student Affairs	
Vice President for Student Affairs & Enrollment Management	Office: Student Success Center Room 130 Phone: 724-287-8711 Ext. 8261
Dean of Students	Office: Student Success Center Room 174 Phone: 724-287-8711 Ext. 8045
Dean of Admissions & College Registrar	Office: Student Success Center Room 111 Phone: 724-287-8711 Ext. 8212
Children’s Creative Learning Center	
Director of the Children’s Creative Learning Center	Office: Children’s Creative Learning Center Phone: 724-287-8711 Ext. 8297
KEYS – Keystone Education Yields Success	
KEYS Program Facilitator	Office: Student Success Center Room 182 Phone: 724-287-8711 Ext. 8378
Workforce Development	
Dean of Workforce Development	Office: Continuing Education Building Room 1 Phone: 724-287-8711 Ext. 8290
Public Safety Training	
Coordinator of Fire/HazMat Training Programs	Office: Public Safety Building Room 207 Phone: 724-287-8711 Ext. 8354

Crime/Emergency and Non-Emergency Reporting

Regardless of CSA or non-CSA status, all College community members, visitors, and guests are encouraged to promptly report all campus criminal incidents and other public safety related emergencies to Campus Police and Security.

For incidents requiring immediate attention call 911, nonemergency incidents can be reported by dialing 724-287-8711, Ext. 8394 from any campus phone, or in person at the Campus Police and Security Office located on the first floor of Student Success Center, 107 College Drive, Butler, PA 16002.

Who is not a Campus Security Authority?

The following non-CSA positions/functions include, but are not limited to: faculty members without responsibility for student and campus activity beyond the classroom; clerical or administrative support staff; cafeteria staff; maintenance/custodial staff; information technology staff; and other like functions.

Role of a Campus Security Authority (CSA)

CSAs are encouraged to report all crimes reported to them on a timely basis to Campus Police and Security. However, under the Clery Act, CSA's are only obligated to report Clery Act qualifying crimes that occurred on campus in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the College.

The intent of including non-law enforcement/safety personnel in the CSA role is to acknowledge that some community members and students in particular, may be hesitant about reporting crimes to the Campus Police and Security but may be more inclined to report incidents to other campus employees that are affiliated with the College.

Annual training for CSAs is provided through a cooperative effort between the Title IX Team and the Clery Act Compliance Team. Training documentation is maintained by the Title IX Coordinator.

In general, CSA responsibilities include:

- Complete annual, mandatory training.
- Dial 911 in an emergency or if anyone is in imminent danger.
- Provide resources or referral to the individual for help and support.
- Inform the individual that the incident must be reported as a confidential statistic.
- Report Clery Act crime allegations to Campus Police and Security as soon as possible, but within 24 hours.
- When in doubt, report the crime.

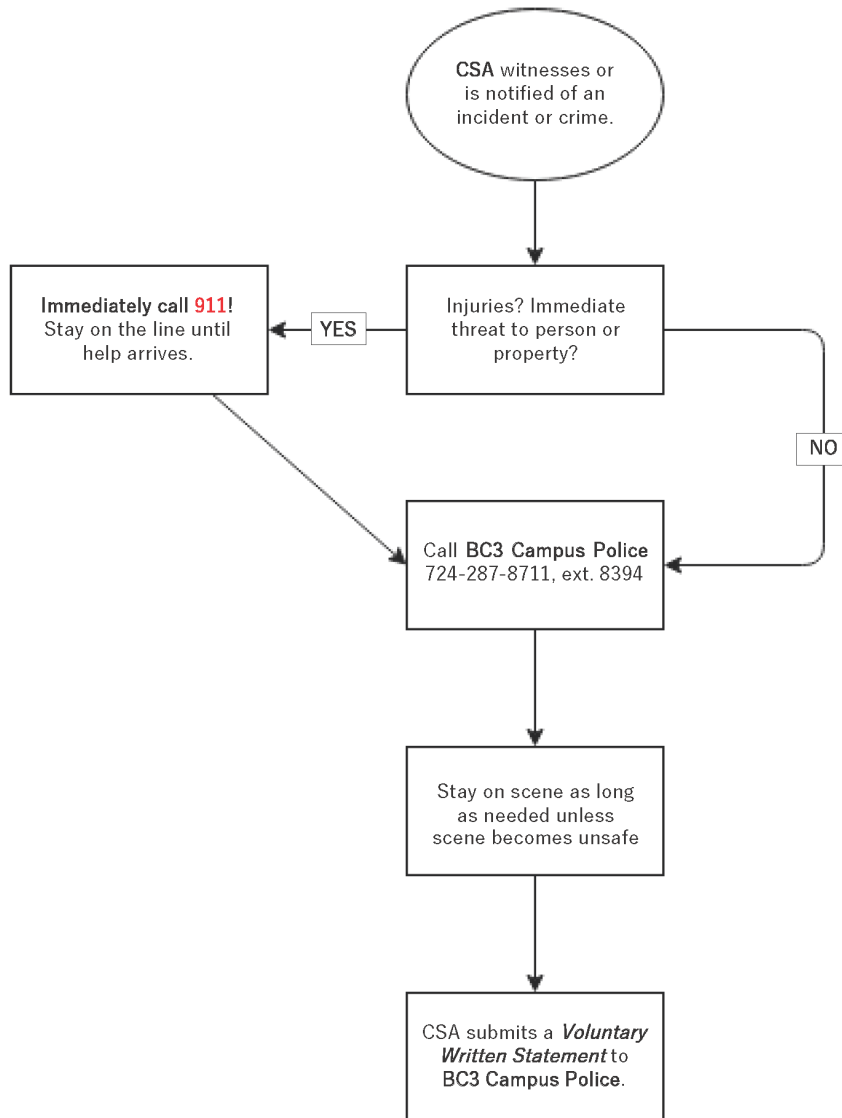
CSA Incident Reporting Procedures

A Campus Security Authority (CSA) who receives information regarding a Clery Act reportable incident is responsible for submitting a Voluntary Written Statement to the Director of Campus Police and Security within 24 hours of receiving the information.

It is not the responsibility of the Campus Security Authority to determine whether a crime took place. When in doubt, a Voluntary Written Statement should be completed and submitted. It is also not the CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

CSA Incident Report Flow Chart

In an emergency, including acts or threats of violence, always call 911. CSAs should not investigate the crime or attempt to determine whether a crime, in fact, took place. When in doubt, complete and submit a Voluntary Written Statement.



A CSA must report an incident if it occurred:

- On campus
- On public property adjacent to the campus (e.g., sidewalks, roads, parking lot)
- On non-campus property owned, leased or controlled by the College

Procedure for Collecting and Reviewing Crime Reports from CSAs

The responsibilities of the Vice President for Student Affairs and Enrollment Management, and the Director of Campus Police and Security include:

- Compile and disclose statistics of Clery Act Crimes that occurred on On-Campus Property, Non-Campus Property, and Public Property.
- Collect Clery Crime data from reports made to Campus Police and Security, CSAs, and local law enforcement as incidents occur.
- Contact CSAs at the end of each semester (or cycle) requesting any unreported crime data or a statement indicating that no crimes occurred during the reporting period.
- Contact local law enforcement annually requesting any unreported crime data or a statement indicating that no crimes occurred during the reporting period.
- Maintain a Daily Crime Log and make the Crime Log available for review.
- Collaborate with the Clery Act Compliance Team to provide annual training for CSAs
- Evaluate CSA crime reports for potential inclusion in the Annual Security Report.
- Complete the Department of Education Annual Campus Safety and Security Survey using Clery Act crime statistics reported over the past three (3) years.
- Publish and distribute an Annual Security Report by October 1, including:
 - Clery Act crime data by type and location;
 - Policies, procedures, and programs.

IV. Statistics from Local Law Enforcement Agencies

In addition to collecting crime reports from campus security authorities, the College makes a good faith effort in obtaining Clery crime statistics from each law enforcement agency that has jurisdiction over the Colleges Clery geography.

Each year the Campus Police Sergeant assigned by the Director of Campus Police and Security for collecting and submitting UCR/statistical data shall make contact in writing with a representative from those agencies and request all crime data on property that the College has identified as public property adjacent to campus, off campus, and the campus itself. Those defined geographical areas are used to capture data of reported crimes from those agencies and shall be included within the Annual Security Report.

For procedural purposes, the Campus Police Sergeant assigned by the Director of Campus Police and Security shall annually send an email to the chief administrative officer or their designee requesting the information described in the above paragraph. If there is no response within five (5) business days a second request shall be mailed.

For purposes of documentation, the response email/letters are retained by the Campus Police Sergeant assigned by the Director. Accordingly, if no response is received, that lack of response will be noted in the Annual Security Report.

V. The Daily Crime Log

In accordance with Federal Law, the College maintains a Daily Crime Log of all alleged criminal incidents, including non-Clery Act crimes, reported to campus police regardless of how much time has passed since the alleged incident occurred.

The Director of Campus Police and Security and the Sergeant I are responsible for maintaining the electronic crime log which includes the following information:

- Nature of the crime
- Date and time the crime occurred
- General location of the crime
- The disposition of the complaint, if known

The Crime Log server is backed up each evening.

The crime log for the most recent 60-day period is open to public inspection, upon request, during normal business hours (8:00 a.m. to 4:00 p.m.). The log is open for inspection to the public and includes the nature of the crime, date of occurrence, time of the occurrence, general location and disposition of the complaint, if known. The most recent 60-day period must be made available immediately and any portion of the log that is older than 60 days will be made available within two (2) business days of a request for public inspection.

The law requires that this initial information be open for public inspection within two (2) business days of the report of the crime unless the release of the information would jeopardize an on-going investigation, cause a suspect to flee, prohibited by law, would jeopardize the confidentiality of the victim, or result in the destruction of evidence. It also requires new information about the entries be made available within two (2) business days.

For further information about the Crime Log or to view the Crime Log, contact the Campus Police and Security Department at 724-287-8711, Ext. 8394.

VI. Emergency Notification and Evacuation Procedures

An Emergency Notification is triggered upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees.

BC3 will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

An “immediate” threat includes an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in a campus building. Some other examples of such threats include:

- outbreaks of serious illnesses (e.g., meningitis, norovirus, etc.);
- approaching tornado or other extreme weather conditions;
- earthquake;
- gas leak;
- terrorist incident;
- armed intruder;
- bomb threat;
- civil unrest or rioting;
- explosion; and
- nearby chemical or hazardous waste spill

The BC3 Emergency Response team, or a subset thereof, will determine if a situation rises to the level of emergency or dangerous situation based on available information including but not limited to: reports from students, employees, or community members, law enforcement agencies, reputable media resources, government agencies, National Weather Service and others.

Emergency Response Team	Alternates
President	
Executive Director of Operations	Coordinator of Public Safety Fire/Hazmat Training, Facility and Campus Life Safety Systems
Director of Campus Police & Security	
Executive Director of Communications & Marketing	Coordinator of News & Media Content
Executive Director of Human Resources/Equal Opportunity Compliance Officer	Assistant Director of Human Resources/Recruitment and Training Development

Vice President for Administration & Finance	Controller
Director of IT	Assistant Director of IT for Enterprise Business Applications
Vice President for Student Affairs & Enrollment Management	Dean of Students, Dean of Admissions and College Registrar
Coordinator of Executive & Board Services	Assessment, Research & Planning Secretary
Vice President for Academic Affairs	Assistant Dean of Academic Assessment & Planning, Vice President for Academic Affairs Secretary
Executive Director of the BC3 Education Foundation and External Relations	

Decision to Issue an Emergency Notification– Responsibility

The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The BC3 Emergency Response Team is responsible for issuing emergency notifications and timely warnings in compliance with the Higher Education Opportunity Act (HEOA) of 2008, and the Jeanne Clery Act, 20 U.S.C. 1092(f). The College has an Emergency Operations Plan identifying emergency response policies and procedures.

The decision to issue an Emergency Notification is made in coordination and consultation by at least two (2) of the following personnel from the Emergency Response Team. In an extreme emergency, the notification process will be implemented at the sole discretion of the BC3 President, Vice President for Student Affairs and Enrollment Management, Executive Director of Operations, or Director of Campus Police and Security.

When a determination has been made that an Emergency Notification is appropriate, the Executive Director of Operations or Director of Campus Police and Security or their designee will take all appropriate steps to ensure timely notification of the campus community including contacting the Executive Director of Communications and Marketing or their designee to allow for appropriate media distribution, if warranted.

Determining the Appropriate Segment of the Campus Community to Notify

BC3 officials and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the BC3 community should receive the notification and by what means that notification will occur.

Generally, college community members in the immediate area of the dangerous situation will receive the emergency notification first. Subsequent notifications may then be issued to a

wider group of people. If the situation affects a significant portion of the entire college Campus Police will notify the college community.

Issuing an Emergency Notification – Method(s)

Options for notifying students, faculty and staff, and the larger community as appropriate include:

- BC3 homepage (www.bc3.edu) and Emergency Information webpage (www.bc3.edu/emergency);
- BC3 public address system (main campus only);
- Campus-wide email;
- Text (BC3 Alerts via E2Campus) message to cell phones of those enrolled in the service;
- Local TV and radio;
- Social media (Facebook and Twitter);
- Other methods deemed necessary for in the information dissemination process.

Note: Emergency Notifications may not be issued in a manner or posted in a location that requires the campus community to make requests for them or to search for them. The responsibility for getting the warning out rests solely with the institution.

Content of an Emergency Notification

The BC3 Emergency Response Team members will determine the message content in consultation with first responders as appropriate. The content of the message will provide the best available information to help the target audience(s) stay safe.

Follow Up Information

BC3 will use the same channels of communication to provide needed follow up information as an emergency progresses or ends.

Drills, Exercises and Training

The BC3 Emergency Response Team will schedule at least one (1) emergency response exercise, drill or training every year, such as a tabletop exercise or field exercise. These exercises and drills are designed to test the campus response to emergency scenarios and to test expectations concerning shelter in place, evacuation guidelines, contingency plans and continuity of operations plans. The results of these tests will be publicized, documenting for each test a description of the exercise, the date, time, and whether the test was announced or unannounced.

Standard for Evacuation

Standard actions have been established that will assist the College community in the event of an emergency. Evacuation protocol is as follows:

Evacuation Protocol

- A. Campus Police and Security, Operations staff, and building monitors as directed will assist in the evacuation of appropriate building(s). Public announcement system and other resources will be utilized as needed.
 - Campus Police and Security notify Emergency Response Team.
- B. Building monitors, faculty, and staff assist with the evacuation and prevent entry/re-entry.
 - Building monitors direct people to designated areas.
 - Building monitors report the location of disabled individuals to Campus Police and Security and emergency medical personnel if required.
- C. Emergency Response Team reports to appropriate command post.
 - Emergency Response Team analyzes the emergency and makes a decision on closing the campus.
 - If needed, Emergency Response Team decides on a temporary shelter and the Executive Director of Communications and Marketing informs evacuees of status.
 - Emergency Response Team assists building monitors with evacuation.
 - Emergency personnel determine if buildings are safe for re-entry.
 - Executive Director of Communications and Marketing implements appropriate communications.
 - Emergency Response Team debriefs incident.

ALICE Training

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training provides preparation and a plan for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event. Whether it is an attack by an individual person or by an international group of professionals' intent on conveying a political message through violence, ALICE Training option based tactics have become the accepted response, versus the traditional "lockdown only" approach.

Campus Police Officers are trained to facilitate campus-based ALICE programs to promote campus safety and security on an ongoing basis. To schedule a training for yourself, your class or a campus group, contact the BC3 Campus Police Department.

If you do not have the ability to attend an ALICE training and you would like to learn more, take the self-paced, independent study course titled "Active Shooter, What You Can Do" (IS-907) offered through the Department of Homeland Security. This course will provide guidance on how to prepare for and respond to an active shooter crisis. The course is free of charge and takes approximately 45 minutes to complete. This online training opportunity is available through the Federal Emergency Management Agency (FEMA) [Emergency Management Institute's website](#). The EMI will award 0.1 CEUs for completion of this course.

The followings standards for an active threat are based on ALICE response principles:

- A. **ALERT** - Alert is your first notification of danger.

ALERT is anything that heightens your awareness or makes you aware of a threat or danger. When seconds count, the sooner you understand that you are in danger, the sooner you can develop a response plan to protect yourself and others. Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger and then implementing an effective response plan. Alerts should be accepted, taken seriously, and once recognized should help you make survival decisions based on your circumstances. Anything can be an alert fire alarm, PA announcement, E2campus message, social media post, or even the reaction of others surrounding you.

- B. **LOCKDOWN** – Retreat to an area or barricade your current location, prepare to EVACUATE or COUNTER if needed and then INFORM when it is safe to do so.

If evacuation is not a safe option, barricade entry points into your area, create a barrier by blocking or securing doors and windows by anything available to you (chairs/desks/tables etc.), turn cell phones to silence and turn lights off, remain silent and prepare to EVACUATE, COUNTER or INFORM when it is safe to do so.

- C. **INFORM** - Communicate real-time, pertinent, factual information to assist responding police and other first responders.

The purpose of INFORM is to continue to communicate factual real time information as soon as possible, when it is safe to do so. Active assailant situations are unpredictable and evolve quickly, which means that ongoing, real time, factual information is critical to making effective survival decisions for you and the development of emergency response plans for first responders. Information should be shared utilizing clear, direct and plain language, not by using codes. Building Monitors, 911 calls, social media, text messaging, video surveillance, and PA announcements are just a few of the channels that may be used by students, employees, and others to keep information flowing.

- D. **COUNTER** - Create noise, movement, distance, distractions, and attack the assailant if necessary. Counter is NOT fighting it is survival.

The counter principle demonstrates action plans where you or others are facing a direct threat and evacuation is no longer an option. Distract the assailant by creating chaos which will disrupt their thought process. Create noise, movement, distance and distraction to reduce the assailant's ability to process information, focus, or to shoot accurately. Counter is a strategy of last resort that may involve you and/or others in attacking the assailant through a physical act (either individually or in a group swarmed attack). Utilize improvised weapons of necessity: chairs, fire extinguishers, books, or any object that you can use to throw or defend yourself without harming others. This is a defensive, last resort tactic only. When the assailant is incapacitated hide their weapon in a trash can or desk drawer NEVER carry it with you it in plain

view. Assist others and prepare for the arrival of first responders or evacuate the area. Always keep pertinent information flowing when you are safe to do so.

E. **EVACUATE** - When safe to do so, remove yourself from the danger zone.

ALICE is an acronym it is not meant to be sequential, it may be used in any order, or only a single step may be needed. If it is at all reasonable or when it is safe to do so evacuate the area and let others know where you are at and who is with you when you are safe. Think outside of the box, unconventional means of escape may be a viable option for you break a window, lift a ceiling tile, create a secondary exit point. When fleeing the area if possible avoid open areas by placing a barrier between yourself, the assailant, cars in the parking lot, trees along walk ways, or even buildings. When evacuating, help and encourage others to escape with you and, if possible, prevent others from entering the danger zone. Simply put, evacuating to a safe area will take you out of harm’s way. When evacuation is not an option make the place as safe as you can and lockdown, counter, and inform.

When law enforcement arrives and there is an active threat their priority is not to evacuate or to tend to the injured, their job is to identify and stop the assailant.

- Remain calm and follow instructions. Do not touch or grab them.
- Keep your hands visible and free from objects at all times.
- Avoid pointing and yelling.

For training relating to active threats contact BC3 Campus Police. They have officers who are trained to facilitate campus-based ALICE programs. You can also complete a self-paced, independent study course titled “Active Shooter, What You Can Do” (IS-907) offered through the Department of Homeland Security. This course will provide guidance on how to prepare for and respond to an active shooter crisis. The course is free of charge and takes approximately 45 minutes to complete. This online training opportunity is available through the Federal Emergency Management Agency (FEMA) [Emergency Management Institute’s website](#). The EMI will award 0.1 CEUs for completion of this course.

Standards for Other Specific Emergencies

The BC3 Emergency Response Team will respond accordingly to the other types of emergencies listed below in coordination with local, state, and federal agencies.

Elevator Emergency	Medical Emergency
Psychiatric Emergency	Utility Telephone Failure
Chemical Spill and Accident	Fire Emergency
Bomb Threat	Weapons on Campus
Terrorist/Sniper/ Hostage	Civil Disturbance or Demonstration
Biological Threat-Contact	Biological Threat-Contact
Biological Threat Inhalation	

VII. Timely Warnings

Butler County Community College is responsible for issuing timely warnings in compliance with the Clery Act – 20 USC 1092. (Formerly known as the Federal Student Right-to-Know and Campus Safety Act of 1990). In the event of an incident, on or off campus, that constitutes an ongoing threat to the campus community, a Timely Warning will be issued as soon as reasonably practical.

The College is required to alert the campus community in a manner that is timely, that withholds the names of victims as confidential, and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves. All crimes reportable in the Annual Campus Security and Safety report that are considered to represent a serious or continuing threat will be reported to the community in a timely warning.

Crimes Subject to a Timely Warning

All incidents or situations that are subject to a timely warning represent a serious or continuing threat to the person and well-being of students and employees. The College must issue a Timely Warning for all Clery Act crimes that occur on the campus that are:

- Reported to Campus Police and Security authorities or local police agencies; and
- Considered by the institution to represent a serious or continuing threat to students and employees.

The requirement for Timely Warnings is not limited to Clery Act crimes; it may include non-Clery Act crimes such as crimes that represent threats to property that may pose a serious or continuing threat to the campus community. Examples of Clery Act crimes include but are not limited to:

- Aggravated Assault
- Arson
- Burglary
- Criminal Homicide
- Dating Violence
- Domestic Violations
- Drug Violations
- Hate Crimes
- Illegal Weapons Possession
- Motor Vehicle Theft
- Sexual Offenses
- Stalking

Crimes Exempt from the Timely Warning Requirement

The College is not required to provide a timely warning for non-Clery Act crimes. There are no other exemptions.

Reporting

Members of the community who know of a crime are encouraged to report the incident as soon as possible to Campus Police and Security, so that the appropriate type of alert can be issued, if warranted. For emergencies dial 911. For non-emergencies dial 724-287-8711 ext. 8394.

Decision to Issue a Timely Warning – Responsibility

The decision to issue a Campus Timely Warning Notice is made in coordination and consultation by at least two (2) of the following personnel from the Emergency Response Team.

In an extreme emergency, the notification process will be implemented at the sole discretion of the BC3 President, Vice President for Student Affairs and Enrollment Management, Executive Director of Operations, or Director of Campus Police and Security.

Emergency Response Team	Alternates
President	
Executive Director of Operations	Coordinator of Public Safety Fire/Hazmat Training, Facility and Campus Life Safety Systems
Director of Campus Police & Security	
Executive Director of Communications & Marketing	Coordinator of News & Media Content
Executive Director of Human Resources/Equal Opportunity Compliance Officer	Assistant Director of Human Resources/Recruitment and Training Development
Vice President for Administration & Finance	Controller
Director of IT	Assistant Director of IT for Enterprise Business Applications
Vice President for Student Affairs & Enrollment Management	Dean of Students, Dean of Admissions and College Registrar
Coordinator of Executive & Board Services	Assessment, Research & Planning Secretary
Vice President for Academic Affairs	Assistant Dean of Academic Assessment & Planning, Vice President for Academic Affairs Secretary
Executive Director of the BC3 Education Foundation and External Relations	

When a determination has been made that a Timely Warning is appropriate, the Executive Director of Operations or Director of Campus Police and Security or their designee will take all appropriate steps to ensure timely notification of the campus community including contacting the Executive Director of Communications and Marketing or their designee to allow for appropriate media distribution, if warranted.

Decision to Issue a Timely Warning - Procedure

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. The decision to issue a Timely Warning will be made on a case-by-case basis, in compliance with the Clery Act, and by considering all pertinent information.

The timing of the notification will be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. Factors such as the following will be considered:

- The nature of the crime.
- The continuing danger to the campus community.
- The possible risk of compromising law enforcement efforts.

Issuing a Timely Warning - Content

Such warning(s) and notifications may include, but are not limited to, the following information:

- Date, time, and location of the reported crime,
- Summary of the incident,
- Description of the suspect and/or vehicle, if available, and
- Any other special instructions or incident specific safety and/or crime prevention tips.
- The Timely Warning notice WILL NOT include any information that would identify the victim.

Issuing a Timely Warning – Method(s)

The Timely Warnings will be issued in a manner that is reasonably likely to reach the entire campus community. Options for notifying students, faculty and staff, as appropriate:

- BC3 homepage (www.bc3.edu) and Emergency Information webpage (www.bc3.edu/emergency);
- BC3 public address system (main campus only);
- Campus-wide email;
- Text (BC3 Alerts via E2Campus) message to cell phones of those enrolled in the service;
- Local TV and radio;
- Social media (Facebook and Twitter);
- Other methods deemed necessary for in the information dissemination process.

Note: Timely Warnings may not be issued in a manner or posted in a location that requires the campus community to make requests for them or to search for them. The responsibility for getting the warning out rests solely with the institution.

Documentation of Timely Warning Decisions

The reasons the College does or does not issue a Timely Warning for a Clery Crime will be documented on a Timely Warning – Report/Record Form (Appendix I) and maintained by the Office of the Campus Police and Security for at least seven (7) years.

VIII. Procedures for Reporting

Reporting Criminal Actions or Other Emergencies

The BC3 Campus Police Department is responsible for security of BC3 locations. At off-site locations, BC3's Emergency Response Team, Campus Police Department, and Offsite Directors work with local law enforcement, fire, and EMS agencies to provide response in the event of emergencies. Additionally, the College has policies and procedures to handle violations of conduct standards and the law by students or employees. BC3 policies can be found in the [BC3 Catalog and the BC3 Student Handbook](#) for students and through the BC3 Administrative Manual for employees.

BC3 Campus Police Department hours of operation are Monday-Friday 7:00 a.m. - 11:00 p.m. To contact Campus Police, dial Ext. 8394 from any campus telephone or contact staff in any building. After normal business hours or when the College is closed, all emergency calls should be reported to the Butler 911 Center by dialing 911 from a campus phone or from a mobile phone.

In the event of a major, life-threatening situation, dial 911 immediately from any campus phone or an available cellphone and provide the operator with the requested information.

On-campus telephones are located in offices and labs when the College is open. Emergency telephones are located in the hallways of buildings on the Main Campus and in each classroom at Main Campus, BC3 @ Brockway, BC3 @ Cranberry, BC3 Downtown, BC3 @ Lawrence Crossing and BC3 @ LindenPointe. BC3 @ Armstrong has telephones available in staff offices.

BC3 provides emergency stanchions on Main Campus in outdoor areas. Emergency stanchions are located in front of the Field House, on the pathway to campus at Parking Lot #7 and on the pathway at the intersection of the Science & Technology Building and the Administration Building. Stanchions dial automatically to Campus Police at Ext. 8394 or to the Butler 911 Center after hours.

After reporting an emergency to 911, contact the Campus Police Office by dialing Ext. 8394 to report the situation. Regardless of Campus Security Authority or non-CSA status, all College community members, visitors, and guests are encouraged to promptly and accurately report all campus criminal incidents and other public safety related emergencies to Campus Police at 724-287-8711, Ext. 8394 or by visiting the Campus Police Office in the Student Success Center on Main Campus.

Timely reporting ensures prompt investigation and inclusion in the annual crime statistics. Individuals can also report non-emergency crimes or incidents electronically through the [Incident Report Form](#) (correct link) link available on the BC3 Campus Police website. As needed, reports through this site can be made anonymously.

Campus Security

BC3 security is maintained by the Butler County Community College Campus Police and Security Department. Located in the Student Success Center, the BC3 Campus Police and Security Department exists to protect and serve the students, faculty, staff and visitors of the College, while maintaining a safe atmosphere to help encourage moral and intellectual growth.

The Campus Police Department is responsible for law enforcement on campus, and the police officers are vested with all the powers, authority and responsibility of any police officer of the commonwealth on property owned or operated by the College, including immediate adjacent public roads and property. The Campus Police and Security Department is currently staffed by a Director, four (4) full-time and two (2) part-time police officers. The Police Officers have all completed the Municipal Police Officer Training Course known as Act 120. The police officers have full police powers and they do enforce, but are not limited to, the Pennsylvania Crimes Code, Pennsylvania Vehicle Code and ordinances of Butler County Community College. Two part-time armed Act 235 security officers are non-sworn members of the department. They provide additional support in maintaining the safety and security of BC3 locations. Our non-sworn Act 235 certification security officers have all had psychological evaluations, background checks and have received training including but not limited to crisis management, use of force, de-escalation, defensive tactics, firearm training and have had an introduction to PA laws through the Act 235 certification process. They are also required to go through a recertification process.

While campus police and security officers regularly support BC3's five (5) off-site locations, the College partners with local and state police authorities to support campus emergency needs. BC3 does not have specific written agreements with the various supporting police departments because state statute permits such cooperation. BC3's campus police may provide or receive support from the municipalities or state agencies overlain by or abutting its campus to exercise concurrently those powers and to perform those duties conferred pursuant to cooperative police services in accordance with 42 Pa.C.S. § 8953 (relating to statewide municipal police jurisdiction).

BC3 does not have campus residences.

BC3 Campus Police support the campus community through ongoing Alert, Lockdown, Inform, Counter, Evacuate (ALICE) safety training to faculty, staff and students, through support of college emergency management and student behavior intervention functions, and by providing the following services to the College community:

- Criminal investigations
- Conflict resolution
- Traffic and parking enforcement
- Medical assistance
- Lost and found claims
- Police escorts

While campus police regularly support BC3's five (5) off-site locations, the College partners with local police authorities to support campus emergency needs. Local partnering agencies with jurisdiction around BC3 sites include:

BC3 Location	Local Police Authority	Non-Emergency Contact	Emergency Contact
BC3 Main Campus 107 College Drive Butler Twp., PA 16002	Butler Twp. Police Department 209 South Duffy Road Butler, PA 16001	724-285-9600	911
BC3 @ Armstrong 1100 4 th Ave. Ford City, PA 16226	Southern Armstrong Regional Police Dept. 589 State Route 66 Leechburg, PA	724-845-7979	911
BC3 @ Brockway 1200 Wood St. Brockway, PA 15824	Brockway Police Department 501 Main St. Brockway, PA 15824	814-265-2055	911
BC3 @ Cranberry 250 Executive Drive Cranberry Twp., PA 16066	Cranberry Twp. Police Department 2525 Rochester Road Cranberry Twp., PA 16066	724-776-5180	911
BC3 @ Lawrence Crossing 2849 W. State St. New Castle, PA 16101	Union Twp. Department 1910 Davies Avenue New Castle, PA 16101	724-652-5203	911
BC3 @ LindenPointe 3182 Innovation Way Hermitage, PA 16148	Hermitage Police Department 800 North Hermitage Road Hermitage, PA 16148	724-981-0800	911
BC3 Downtown 127 S. Main St. Butler, PA 16001	Butler City Police Department 200 New Castle St. Butler, PA 16001	724-285-4142	911

Video Monitoring Policy

Butler County Community College fosters enhancing the quality of life of the College community by providing a safe and secure learning and working environment for all students, employees, and visitors, as well as safeguarding its facilities and assets, through the integration of video monitoring and recording equipment and systems. Video monitoring and recording equipment and systems will be used in a professional, ethical, confidential, and legal manner on all campuses, sites owned and/or leased by Butler County Community College at any time, including but not limited to facilities, grounds, and parking lots, with

specific limitations that would not violate the reasonable expectation of privacy as defined by law.

Signage may be posted in the appropriate monitored areas to inform individuals that “these premises may be under video MONITORING.” In the event the College experiences criminal activity, either to property and/or persons, the College may use video monitoring and recording equipment and systems for apprehending violators and/or covert video monitoring and recording purposes within the parameters outlined in this policy.

Information obtained through the video monitoring and recording equipment and systems may be utilized for investigative, safety and security purposes, law enforcement, compliance with College policy and procedures, and compliance with the Student Code of Conduct and will only be released when authorized by the College President, in conjunction with the Director of Campus Police and Security, Executive Director of Human Resources/Equal Opportunity Compliance Officer, and/or Dean of Student Development, according to the guidelines established in this policy and in compliance with applicable laws. College personnel are prohibited from disseminating or using any information obtained through the video monitoring and recording equipment and systems except for law enforcement and/or official College purposes. Only authorized personnel shall have access to the video monitoring and recording equipment and systems.

This policy is consistent with the College’s commitment to equal opportunity, integrity, diversity, excellence, human dignity, mutual respect, and other related College policies such as Civil Rights and Sexual Misconduct Policy Reporting and Response Procedure, Anti-Harassment, and Nondiscrimination. The College prohibits video monitoring and recording based on classifications and characteristics including, but not limited to race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to a disability, age, sex, sexual orientation, gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

Any violation of this policy may result in disciplinary action.

Maintenance of Campus Facilities

The BC3 Operations Department staff maintains buildings, grounds, utility systems, and custodial services, with attention to campus safety. The staff is responsible for inspecting campus facilities regularly, promptly making repairs affecting safety and security, and responding immediately to reports of potential safety and security hazards.

During non-office hours and holidays, an Operations Department representative is on-call to respond to emergencies. Campus Police Officers regularly patrol the campus and report unsafe conditions to the Operations Staff. Faculty and staff are also encouraged to report maintenance issues through an online School Dude reporting system.

For information about any of these services or to report an issue if you do not have access to School Dude, call the Operations Department at 724-287-8711, Ext. 8268. For emergencies that occur outside of business hours, contact Campus Police at 724-287-8711, Ext. 8394.

BC3 Campus Police Authority and Jurisdiction

The statutory authorizations for the Butler County Community College Campus Police Department are as prescribed by the laws of the Commonwealth of Pennsylvania and/or other applicable statutes and/or ordinances that provide legal authority for the departments law enforcement officers to perform their duties under law including authorization to carry and use weapons.

- A. A campus police or university police department, as used in section 2416.1 of the act of April 9, 1929 (P.L. 177, No. 175), known as The Administrative Code of 1929, certified by the Office of Attorney General as a criminal justice agency under the definition of “criminal justice agency” in 18 Pa.C.S. § 9102 (relating to definitions).
 1. July 7, 1968, Act 149 provides that Capital Police, Commonwealth Property Police and the Security or Campus Police of all State colleges and universities, State aided or related colleges and universities shall have the same powers set forth within The Administrative Code of 1929 (act 57 of 1997).
- B. Pennsylvania State System of Higher Education 24 P.S. §20-2001-A et seq. (as amended through July 6, 2016)
 1. Campus police of an institution shall have the power and their duty shall be:
 - To enforce good order on the grounds and in the buildings of the institution.
 - To protect the grounds and buildings of the institution.
 - To exclude all disorderly persons from the grounds and buildings of the institution.
 - To adopt means necessary for the performance of their duties.
 - To exercise the same powers as are now or may hereafter be exercised under authority of law or ordinance by the police of the municipalities wherein the institution is located, including, but not limited to, those powers conferred pursuant to 42 Pa.C.S. Ch. 89 Subch. D1 (relating to municipal police jurisdiction).
 - To prevent crime, investigate criminal acts, apprehend, arrest and charge criminal offenders and issue summary citations for acts committed on the grounds of the institution and carry the criminal offenders before the proper district justice and prefer charges against them under the laws of this Commonwealth. Except when acting pursuant to 42 Pa.C.S. Ch. 89 Subch. D, campus police shall exercise these powers and perform these duties only on the grounds of the institution. For the purposes of applying the provisions of 42 Pa.C.S. Ch. 89 Subch. D, the grounds of the institution shall constitute the primary jurisdiction of the campus police.
 - To order off the grounds and out of the buildings of the institution all trespassers and persons under the influence of alcohol or controlled substances

and, if necessary, remove them by force and, in case of resistance, carry them before a district justice; and to arrest any person who damages, mutilates or destroys the property of the institution or commits any other offense, including threats or acts of terrorism, on the grounds and in the buildings of the institution and carry that person before the proper district justice and prefer charges against that person under the laws of this Commonwealth.

2. An institution is authorized to enter into an agreement with the municipalities overlain by or abutting its campus to exercise concurrently those powers and to perform those duties conferred pursuant to a cooperative police service agreement in accordance with 42 Pa.C.S. § 8953 (relating to statewide municipal police jurisdiction). When so acting, the campus police of the institution shall have the same powers, immunities and benefits granted to police officers in 42 Pa.C.S. Ch. 89 Subch. D. All such agreements shall be consistent with the mission and purpose of the system.
3. When acting within the scope of the authority of this section, campus police are at all times employees of the institution and shall be entitled to all of the rights accruing therefrom.

IX. Security Awareness and Crime Prevention Programs

BC3 Campus Police promotes a safe campus environment by offering the following opportunities for the campus community:

- Crime prevention tips via the Campus Police webpage
- Through scheduled ALICE training opportunities with faculty, staff and students. These trainings assist in promoting security and safety awareness
- In partnership with the BC3 Campus Assessment, Response and Evaluation (CARE) Team, by providing ongoing safety awareness training to faculty and staff

Title IX and General Safety Awareness for New Students

All new students are expected to participate in an online module entitled “New Student Orientation Part III: Pioneer Welcome” before their first day of class. One section of the program, “Creating a Welcoming and Safe Community” introduces students to Title IX policy and other resources for student safety and wellness.

Training for New Employees

All new employees are expected to participate in online training through Vector Solutions. The trainings will take a close look at the issue of sexual harassment, including sexual assault, relationship violence, and stalking, in Higher Education. It will also prepare faculty and staff to cultivate and maintain a workplace culture resistant to discrimination, harassment and retaliation. Faculty and Staff will be equipped with the information and skills that promote intervention, empathy, and allyship.

Campus Crime Prevention Tips

- Trust your instincts! Be aware of your surroundings and report anything that doesn't seem right.
- Do not meet strangers alone. Tell someone who you are meeting, where you are going and when.
- Mark personal belongings. Do not leave your keys, purse or backpack unattended.
- Use well-lit walkways. Avoid shortcuts through isolated areas.
- Note the location of emergency stanchions on main campus next to the Field House, Administration Building, and near Parking Lot 7 (this stanchion temporarily closed due to a construction project). They project a blue light and have an intercom to call for help.
- Program the BC3 Campus Police phone number into your mobile phone: 724-991-1020. There are emergency phones located in classrooms and hallways. In the case of an emergency, pick up the phone and push the red emergency button.

Step Up! Bystander Intervention Training

Step UP! is a prosocial behavior and bystander intervention program that educates students to be proactive in helping others. It received a NASPA Gold award and is identified as a ‘Best Practice’ by the NCAA Sports Science Institute of national and international scholars. It is considered to be the most versatile and comprehensive bystander intervention program available.

Most problematic behaviors on college campuses involve bystanders. Step UP! training provides a framework explaining the bystander effect, reviews relevant research and teaches skills for intervening successfully using the 5 Decision Making Steps, the 5 Ds and the S.E.E.K. Model (Safe; Early; Effective; Kind). Teaching people about the barriers to helping as well as strategies, skills and the determinants of prosocial behavior makes them more likely to help in the future.

The goals of Step UP! are to:

- Raise awareness of helping behaviors
- Increase motivation to help
- Develop skills and confidence when responding to problems or concerns
- Ensure the safety and well-being of self and others

BC3 initially planned to launch its first workshops in Spring 2020, but the Pandemic forced the College into remote operations. The program will launch its first workshop in Spring 2021.

ALICE Training

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training provides preparation and a plan for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event. Whether it is an attack by an individual person or by an international group of professionals’ intent on conveying a political message through violence, ALICE Training option-based tactics have become the accepted response, versus the traditional “lockdown only” approach. This program is more fully described in Section VI.

X. Drug, Alcohol and Tobacco Policies and Programs

In compliance with Section 1213 of the Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act Amendments of 1989, BC3 has adopted policies and procedures to address the use of alcohol, drugs and tobacco on college property. Additionally, the College is committed to promoting education and awareness campaigns to inform the community about the impacts of drug, alcohol and tobacco use, and provides resources and support for members of the campus community struggling with use.

Drug and Alcohol Policy

The manufacture, distribution, dispensation, possession or use of a controlled substance, drug paraphernalia, and/or alcohol is prohibited at any workplace, course site or campus activity under the authority of the Butler County Community College Board of Trustees. Any employee or student violating the policy will be referred to a rehabilitation program and/or disciplined in an appropriate manner, up to and including termination of employment or expulsion.

Discipline, when appropriate, shall be taken under the relevant provisions of Collective Bargaining Agreements and College policies. Any student convicted of a drug-related offense must notify the Dean of Student Development within five (5) days of conviction and any employee convicted of a drug-related offense must notify the Executive Director of Human Resources/Equal Opportunity Compliance Officer within five (5) days of conviction.

The Butler County Community College Policy for a Drug-Free Campus is as follows:

- A. The consumption, possession, distribution, transportation, purchase, or sale of any alcoholic beverages, drug paraphernalia, and/or controlled substance on any campus, site, property, and/or on/in any vehicle that is owned and/or leased by Butler County Community College is prohibited.
- B. Appearing on any campus, site, property, and/or on/in any vehicle that is owned and/or leased by Butler County Community College, or at an off-campus event under the influence of alcohol and/or any controlled substance is prohibited.
- C. Academic content of a College-sponsored course involving the production and/or tasting of alcohol requires support from the respective Vice President for Academic Affairs and/or Vice President for Student Affairs and Enrollment Management along with prior written approval from the President.
- D. The consumption, possession, distribution, transportation, purchase, or sale of any alcoholic beverages, drug paraphernalia, and/or controlled substance at College sponsored or College recognized events is not supported by the College.
- E. The procedures for the enforcement of the Drug-Free Campus Policy are as follows:
Any College employee who is responsible for monitoring behavior at both campus and

off-campus events will also be responsible for reporting policy violations to the Dean of Student Development for any student matter and the Executive Director of Human Resources/Equal Opportunity Compliance Officer for any employee matter. Students or other individuals witnessing policy violations will report those violations to either the College employee in charge of the event or to the Dean of Student Development for a student matter and/or the Executive Director of Human Resources/Equal Opportunity Compliance Officer for an employee matter.

F. Students who violate the Drug-Free Campus Policy will:

1. **First Offense:** The student will meet with the Dean of Student Development to discuss the offense. The Dean of Student Development will then determine the appropriate course of action depending upon the severity of the offense. A report, written by the Dean of Student Development detailing the violation, will be signed by the student, the individual reporting the violation, and the Dean of Student Development. The report will be filed with the Vice President for Student Affairs and Enrollment Management.
2. **Second Offense:** The Dean of Student Development will notify the Vice President for Student Affairs and Enrollment Management, the Vice President for Academic Affairs and the President of the College. The student will be expelled from school until he or she can demonstrate rehabilitation acceptable to the Dean of Student Development. It is the student's responsibility to seek such rehabilitation and Butler County Community College is in no way responsible for such rehabilitation.
3. An appeal may be made by the student according to the Appeals Process outlined in this handbook.

G. Any employee violation of this Drug-Free Campus Policy will be handled by the Executive Director of Human Resources/Equal Opportunity Compliance Officer.

H. Any student and/or employee violation may be referred to the Director of Campus Police and Security.

Campus Notification Elements

Each year, the following information is provided to members of the BC3 community to promote awareness of the criminal and personal consequences to drug and alcohol misuse.

Federal Trafficking Penalties

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana, Hashish, Hashish Oil)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
I	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Any Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid				

Flunitrazepam (Schedule IV) 1 Gram Or More	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 years. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious bodily injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (Except 1 Gram Or More Of Flunitrazepam)	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.
Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilogram marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture or 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.
Hashish More than 10 kilograms	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish Oil More than 1 kilogram	
Marijuana Less than 50 kilograms marijuana (but does	

not include 50 or more marijuana plants regardless of weight)	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than an individual.
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Types of Drugs and Their Effects

A. Alcohol

- Symptoms: Odor on breath and skin, mild flushing, talkativeness, slurred speech, dizziness, hangover
- Hazards: Impaired judgment, reflexes and coordination, peptic ulcers, heart and liver damage

B. Marijuana

- Symptoms: Sweet burnt odor, bloodshot eyes, dry mouth, lack of interest in appearance and attention to personal hygiene, increased appetite
- Hazards: Impaired memory, impaired coordination, may cause cancer

C. Amphetamines

- Symptoms: Excessive activity, dilated pupils, decreased appetite, mood swings, confusion, skin rash
- Hazards: Hallucinations, paranoia, psychosis, convulsions, heart failure; if injected, AIDS and other infections

D. Carfentanil

- Symptoms: Pinpoint or “pinned” pupils, shallow or absent breathing, dizziness, lethargy, (synthetic opioid) sedation, loss of consciousness, nausea, vomiting, heart failure, weak or absent pulse, cold, clammy skin
- Hazards: Approximately 10,000 times more potent than morphine and 100 times more potent than fentanyl; it is mixed with much weaker heroin or passed off as heroin; *carfentanil is intended for large-animal use only and is inappropriate for use in humans; in humans, effects of the drug may be felt with a dose of just 1 microgram—or less.*

E. Cocaine

- Symptoms: Dilated pupils, elevated blood pressure, runny nose, rapid breathing, restlessness
- Hazards: Ulcerated nasal passages, headaches, sudden death from a coronary attack or respiratory arrest

F. Crack

- Symptoms: Erratic mood swings, hoarseness and parched lips, tongue and throat
- Hazards: Rapid addiction, irregular heartbeat, respiratory problems, brain seizures, violent or suicidal behavior

G. Inhalants

- Symptoms: Impaired judgment, vision and/or memory, lightheadedness and disorientation, nausea and fatigue, nasal inflammation
- Hazards: High risk of sudden death by heart failure, suffocation, brain, liver lung and kidney damage, accidental injury to self and others

H. Narcotics

- Symptoms: Drowsiness and nodding, constricted pupils, watery eyes, itching, and (including heroin decreased sensitivity to pain, nausea, deteriorated decision-making and self-control, needle OxyContin) marks
- Hazards: Infections from needles, lung, heart & kidney damage, coma, withdrawal, sudden death from overdose

I. Phencyclidine

- Symptoms: Agitation and confusion, slowed movement, impaired coordination, incoherent (PCP) speech, hostile/unpredictable behavior
- Hazards: Chronic memory and speech problems, mood disorders, hallucinations, convulsions and death

J. Sedatives, Hypnotics & Tranquilizers

- Symptoms: Relaxation and disinhibition, impaired coordination and judgment, slurred speech, staggering gait and hangover
- Hazards: Nausea, vomiting, lethargy, dizziness, blurred vision, death from overdose

K. Tobacco

- Symptoms: Characteristic smell on clothing and breath, stained teeth and fingers, nervousness when not smoking
- Hazards: Emphysema, heart disease, throat, lung and mouth cancers, stroke, impaired fertility

Local Drug and Alcohol Services and Facilities

Below is a sample of local agencies within our service area that provide support and recovery programs. A complete listing of Butler County resources can be found through at <https://www.butlercountypa.gov/430/Drug-Alcohol-Programs> , while in other services areas, the [Dial 2-1-1 Program](#) provides free confidential resources for individuals who need support. An alternative option is to check the local Human Services Guide (pink pages) of your local telephone directory.

Butler County Mental Health/Mental Retardation Drug & Alcohol Program

2nd Floor Courthouse Annex
124 W. Diamond Street
Butler, PA 16001
724-284-5114

Butler Regional Recovery Program

Butler Memorial Hospital
911 East Brady Street
Butler, PA 16001
724-284-4357

Ellen O'Brien Gaiser Addiction Center

Butler, PA
Outpatient Treatment 724-285-2293
Residential Treatment 724-287-8205
Administrative Offices 724-285-2293

Lawrence County Drug and Alcohol

25 N. Mill Street
New Castle, PA 16101
724-658-5580

Deer Run-Drug and Alcohol-outpatient

25 N. Mill Street
New Castle, PA 16101
724-657-9916

Highland House Outpatient Services

101 S. Mercer Street
New Castle, PA 16101
724-856-7211

Mercer County Drug and Alcohol

8406 Sharon-Mercer Road
Mercer, PA 16137
724-662-1550

Clearfield-Jefferson Drug & Alcohol Commission

PO Box 647
104 Main Street
Falls Creek, PA 15840
814-371-9002
Toll Free 1-800-892-9002

Behavioral Advancements of DuBois

150 West DuBois Avenue, Suite B
DuBois, PA 15801
814-375-7090

Community Guidance Center

793 Old Route 119 North
Indiana, PA 15701
1-888-686-1991

Tobacco-Free Policy

Butler County Community College is dedicated to providing a healthy, comfortable and productive environment for all employees, students and visitors. Therefore, smoking and the use of all tobacco and tobacco-related products, including, electronic cigarettes, are prohibited on all campuses and sites owned and/or leased by Butler County Community College and College vehicles effective July 1, 2009. This policy applies to all faculty, staff, students and visitors of Butler County Community College. Any violation of this policy may result in disciplinary action.

In addition, the Campus Police Department is able to provide enforcement for the Tobacco-Free Campus Policy described above through the ordinance described below.

Ordinance No. 8 Tobacco-Free Campus

Section 1: Offenses

It shall be unlawful for any person to:

- A. Smoke and/or use any tobacco and tobacco-related products, including, electronic cigarettes, on any campus and/or site owned and/or leased by Butler County Community College and in/on any College vehicle.

Section 2: Penalties

- A. Any person found in violation of this ordinance will be subject to penalties as follows:
 - 1. For a first violation of this ordinance, the violating person shall be verbally informed of the Butler County Community College Tobacco-Free Policy and warned of the increased penalties for further violations.

2. For a second violation of this ordinance, the violating person shall be fined \$15.00 and will be verbally warned of the increased penalties for further violations.
 3. For third and subsequent violations of this policy, the violating person shall be fined \$25.00 for each violation.
- B. Employees found in violation of this ordinance will be subject to disciplinary action for College policy violation and the Executive Director of Human Resources/Equal Opportunity Compliance Officer will be notified. Students found in violation of this ordinance will be subject to the Student Code of Conduct for College policy violation and the Dean of Student Development will be notified. Visitors who continue to violate this ordinance may be asked to leave any campus and/or site owned and/or leased by Butler County Community College.

Campus Programs Addressing Drug, Alcohol and Tobacco Use

In addition to providing policies regarding the use of Drugs, Alcohol and Tobacco, the College also offers a variety of educational opportunities for campus community members. The following are examples of such activities:

- General Education Health and Wellness Requirement
- “Hope is Dope” campaign and community programming and leadership
- Employee Assistance Programs offered through Lytle EAP Partners and Horizons Health.
- Through regular drug and alcohol testing for Nursing faculty working at clinical sites and Campus Police Officers.

XI. Sexual Assault Prevention and Information

BC3 is committed to working together to provide a safe, secure, and healthy teaching, learning and working environment free from discrimination and violence. Our goal is to make you more aware of sexual assault and steps for prevention. Below is information regarding Title IX, the College policies in relationship to harassment and discrimination, and the educational and support resources provided to members of our campus community.

Title IX

Title IX is a federal law that states, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." This federal law protects students, faculty, staff, administration, and visitors from sexual harassment and sexual assault, which are forms of discrimination covered by the College's Nondiscrimination Policy. See Section XII for policy.

Violence Against Women Act (VAWA)

Violence Against Women Act is a federal law in response to the increasing violence against women in America. The Act has provisions ranging from funding of domestic-violence programs to civil rights remedies for women and also men who were victims of gender-based attacks as well as expanding protection to lesbian, gay, bisexual, and transgender persons, and to Native Americans and immigrants, which were added in 2013.

Sources: <https://www.justice.gov/ovw>

Drug and Alcohol Facilitated Sexual Violence

Some attackers use drugs to incapacitate and/or have control over an individual to commit sexually-based acts known as "drug-facilitated sexual assaults." These colorless, odorless, and sometimes tasteless drugs can easily be slipped into a person's drink without that person's knowledge or consent. Examples of common "date-rape drugs" and their effects are listed below.

Source: <https://www.rainn.org/articles/drug-facilitated-sexual-assault>

- A. **ROHYPNOL** - A small white tablet that looks a lot like aspirin, acts as a sedative, and is effective within 30 minutes of ingestion.

Side Effects:

- Confusion
- Increased blood pressure
- Dizziness
- Drowsiness
- Memory impairment
- Muscle relaxation
- Nausea, aspiration on own vomit
- Unconsciousness

- Visual disturbances

Source: <https://www.rainn.org/get-information/types-of-sexual-assault/drug-facilitated-assault>

- B. **ECSTASY** - Ecstasy is commonly available in small pills, capsules, powder, and liquid forms. Individuals consuming ecstasy are extremely relaxed, less cognizant of their surroundings, and are less likely to be able to protect themselves from a sexual assault.

Side Effects:

- Blurred vision
- Chills and hypothermia
- Hallucinations
- Heat stroke
- Heart failure
- Increased blood pressure, pulse, and body temperature
- Loss of consciousness
- Nausea, aspiration on own vomit
- Sweating
- Strokes
- Seizures and/or tremors

Source: <https://www.rainn.org/articles/drug-facilitated-sexual-assault>

Below is a link to information on these and other drugs.

Website: www.drugs.com

Consent

BC3 defines consent in its Civil Rights and Sexual Misconduct Policy as follows:

Consent: a knowing, voluntary and clear agreement, by word or action, to engage in a specific sexual activity at the time of the activity. To be valid, consent must be knowing, voluntary, active and ongoing. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or a consent previously given does not imply consent to future sexual acts. Consent cannot be procured by use of physical force, threats, intimidating behavior or other forms of coercion. **Consent is not present when an individual is incapacitated due to the effects of alcohol, drugs or sleep. Consent is also not present when an individual lacks capacity to provide consent due to age (as described above), physical or intellectual disability or other condition.** When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. The voluntary use of alcohol or other drugs by one or both parties prior to, during or in connection with a sexual activity does not serve as a defense to or excuse otherwise

prohibited conduct.

Pennsylvania state law includes information about the age of consent. A person, due to their age, may be incapable of giving legal consent. A statutory sexual assault occurs when an individual is under age 16 and the accused is four (4) or more years older than the individual and they are unmarried. Regardless, it is considered rape of a child when the individual is under age 13.

Source: <https://pcar.org/laws-policy/age-consent>

To illustrate what consent means, please take a few minutes and watch the following video clip:

Tea Consent (Clean)

Website: <https://www.youtube.com/watch?v=fGoWLWS4-kU>

Risk Education and Personal Protection

To reduce the risk of sexual violence and to better protect yourself, below are some steps that you can take:

- Familiarize yourself with your surroundings.
- Be aware of exits or possible escape routes.
- Arrange a safe place that you can go.
- Keep your keys in your hand when walking.
- Keep the car doors locked while driving and even when you are pumping gas.
- Avoid dimly lit and isolated areas.
- Walk with confidence.
- If a situation appears unsafe, leave immediately.
- Be cognizant of your surroundings at all times and only use one headphone.
- Make sure you have your cell phone.
- Avoid looking vulnerable by carrying too many things.
- Avoid being isolated with someone you do not trust or know.
- Never leave your drink unattended.
- Use a buddy system and do not go out alone.
- Set specific check in times with friends or family.
- Let someone know where you are going and when you will be home.
- Take an awareness class.
- Carry an intermediate defense tool such as pepper spray.
- Create distance between you and the threat.
- Let others around you know what is going on.
- Contact emergency services as soon as possible. If an act should occur on campus notify College administration.

Source: <https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-dangerous-situations>

Assistance Tips for Handling Pressure

- Do not feel you must do something that you do not want to do.

- Have a signal that you can communicate with a family member or friend if you feel you are in an uncomfortable situation.
- Create distance from the situation and immediately report the situation to College administration.
- Make up an excuse to remove yourself from an uncomfortable situation.
- Remember that being coerced and made to feel uncomfortable is not your fault.

Source: <https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-pressure>

Victims of Sexual Violence

- Find a safe environment away from the attacker, have a friend stay with you, and understand you are a victim with rights and have done nothing wrong.
- Individuals are encouraged to report the assault to police by calling 911 and/or notify campus administration.
- Save any evidence of the assault – do not change your clothes, use the restroom, comb your hair, bathe, brush your teeth, eat, smoke, clean up the crime scene, or move anything the attacker may have touched. Also, it is beneficial to retain any text messages, emails, or voicemails pertaining to the assault.
- Seek immediate medical attention and ask the hospital to conduct a sexual assault kit exam to preserve forensic evidence. Identify any risks of sexually transmitted infections or diseases (STIs or STDs) and pregnancy. Request a urine sample be taken, if you suspect you were drugged. Examples of STDs include, but are not limited to, Chlamydia, Gonorrhea, Hepatitis, Herpes, HIV/AIDS, HPV, PID, and Syphilis.
- Write down what you recall about the assault and the attacker.
- Remember, what happened is not your fault.
- Allow yourself time to recover from sexual violence.
- Seek professional counseling for assistance.

Source: <https://www.rainn.org/get-information/sexual-assault-recovery/tips-for-after-an-attack>

Vector Solutions Online Training: Sexual Assault Prevention for the Community College

This online module is now offered to all BC3 students annually. This program addresses preventing sexual assault and harassment on campus, in the workplace, and at home. Learners will learn about relationship abuse in established or long-term relationships, financial abuse, specific concerns students with children may face, and how to support loved ones who have experienced trauma.

Vector Solutions Online Training: Preventing Harassment and Discrimination

This online module was required for all BC3 employees in 2021-22. This course prepares learners to cultivate and maintain a workplace culture resistant to discrimination, harassment and retaliation. Employees will be equipped with the information and skills that promote intervention, empathy, and allyship.

Step Up! Bystander Intervention Training

Step UP! is a prosocial behavior and bystander intervention program that educates students to be proactive in helping others. It received a NASPA Gold award and is identified as a 'Best Practice' by the NCAA Sports Science Institute of national and international scholars. It is considered to be the most versatile and comprehensive bystander intervention program available. This program is more fully described in Section IX.

College Resources

See Section XIV.

Sexual Assault Victims' Bill of Rights

Butler County Community College is committed to providing a safe, secure, and healthy teaching, learning, and working environment free from sexual assault by providing sexual assault awareness and prevention programs.

If you are a victim of sexual assault, find a safe environment away from the attacker. To seek assistance and report a sexual assault call 911, contact Campus Police, and/or notify College administration. It is imperative to preserve all evidence to be used in proving that a sexual assault occurred. Seek medical attention and notify those involved that you are a victim of a sexual assault, identify any risks of sexually transmitted infections/diseases and/or pregnancy, and seek counseling, if necessary. In addition, write down as much as you can remember immediately following the attack. Understand you are a victim and this was not your fault. College administration is here to assist you by providing both internal and/or external resources regardless if you choose to criminally prosecute the offender or not.

Butler County Community College will act promptly to protect the rights of all individuals involved in a sexual assault matter. We support the victim's right to choose which avenues of assistance are most appropriate for him/her to pursue and the victim's right not to pursue, if he/she so chooses. Individuals who have been sexually assaulted have the right to:

- have the same opportunity to have others present during College disciplinary proceeding as does the accused;
- be informed of the outcome of any College disciplinary proceeding as does the accused;
- notify law enforcement authorities, including Campus Police and local police, along with the option to be assisted by College administration in notifying these authorities;
- change academic, working, and/or living situations, if applicable and reasonably available; and utilize the available counseling services below

Center for Community Resources (CCR)

212-214 South Main Street, Suite 625

Butler, PA 16001

Toll Free Crisis Line: 1-800-292-3866

Telephone Number: 724-431-3748

Website: <http://www.ccrinfo.org/>

National Sexual Assault Hotline

1220 L. Street NW, Suite 505

Washington, DC 20005

Hotline: 1-800-656-HOPE (4673)

Website: <https://www.rainn.org/get-help/national-sexual-assault-hotline>

Victim Outreach Intervention Center (VOICe)

111 S. Cliff Street, Suite 1-A

Butler, PA 16001

Hotline: 1-800-400-8551

Telephone Number: 724-283-8700

Website: <http://www.voicebutlercounty.org/>

Arise

1218 W. State Street

New Castle, PA 16101

Hotline: 724-652-9036

Telephone Number: 724-652-9206

Website: <http://www.ariselc.org>

Helping All Victims in Need (HAVIN)

P.O. Box 983

Kittanning, PA 16201

Hotline: 1-800-841-8881

Local Hotline: 724-548-8888

Telephone Number: 724-543-1180

Website: <http://www.havinpa.org/http://www.womenscenterbc.org/>

AWARE Inc.

109 S. Sharpsville Avenue, Suite D

Sharon, PA 16146

Hotline: 1-888-981-1457

Telephone Number: 724-342-4934

Website: Aware, Inc. | Partners in The Prevention of Violence merceraware.org

CAPSEA, Inc.

PO Box 464

Ridgway, PA 15853

Elk County Hotline: 814-772-1227

Cameron County Hotline: 814-486-0952

Telephone Number: 814-772-3838

Website: <http://capsea.org/>

PPC Violence Free Network

29 Pearl Avenue

Oil City, PA 16301

Hotline: 814-677-7273 or 1-800-243-4944

Telephone Phone: 814-676-5476

Website: <https://fscas.org/ppc-violence-free-network-shelter>

PA 2-1-1 Southwest

Dialing 2-1-1 from your phone will connect you to a free, confidential referral and information helpline that will provide essential health and human services resources, 24 hours a day, 365 days a year.

Email: info@pa211sw.org

Website: <http://pa211sw.org/>

National Suicide Prevention Hotline

The National Suicide Prevention Hotline provides confidential 24-hour assistance.

Hotline: 988

Hotline: 1-800-273- TALK (8255)

Website: <http://www.suicidepreventionlifeline.org>

A sexual assault matter involving a student(s) will be referred to the Dean of Student Development. A student who violates any College policies will be subject to disciplinary action up to and including permanent dismissal and possible legal action.

A sexual assault matter involving an employee(s) will be handled by the Executive Director of Human Resources/Equal Opportunity Compliance Officer. An employee who violates any College policies will be subject to disciplinary action up to and including termination of employment and possible legal action.

Campus Programs Addressing Sexual Violence and Harassment and Discrimination

In addition to providing policies regarding the Sexual Violence, Harassment and Discrimination, the College also offers a variety of educational opportunities for campus community members. The following are examples of such activities:

- Title IX educational content at mandatory student orientation programs
- Annual training offered to college employees through Vector Solutions
- Campus awareness events, such as the Clothesline Project
- Awareness poster campaigns in collaboration with local VOICE (Victims Outreach Intervention Center) office

XII Civil Rights and Sexual Misconduct Policy

Reporting and Response Procedure

A. BC3 NON-DISCRIMINATION POLICY

Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to disability, age, sex, sexual orientation, gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

The College shall ensure (1) that it does not discriminate against an employee or applicant for employment or another person because of race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to disability, age, sex, sexual orientation, or gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; (2) that it does not subject students to unlawful discrimination in the admission process, take any action, direct or indirect, to segregate students in a classroom or course, or subject students to different or separate treatment in, nor restrict the enjoyment by a student of, a service, facility, activity or program at the College on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to disability, age, sex, sexual orientation, or gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; and (3) that it does not discriminate in the employment of administrators on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to disability, age, sex, sexual orientation, or gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law and that its governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

There shall be no retaliation against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Any applicant, employee, or student reporting sexual or other harassment or discrimination will also be protected from reprisals or retaliation by the College, any supervisors, and/or co-workers as a result of such complaint(s).

The College is committed to be in compliance with the Pennsylvania Human Relations Act (43 P. S. §§ 951-962.2) and the Pennsylvania Fair Educational Opportunities Act (24 P.S. § § 5001-5009). Employment and educational opportunities at Butler County Community College are available to all as required by Title VI, Title VII, Title IX, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA)), and Article XX-J of the Pennsylvania Public School Code, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational Opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at 107 College Drive, Butler, PA 16002. If an applicant, employee, or student is physically or mentally disabled, he/she may request accommodations, academic adjustments, or auxiliary aids or services. Information on the College's services for disabled students may be obtained from the Coordinator of Access and Disability Resources at Ext. 8327. Employees or applicants should contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer at Ext. 8353 for more information.

For information regarding the College's Complaint Procedure, visit our website at <https://bc3.edu/directory/human-resources/pdf/Civil-Rights-and-Sexual-Misconduct.pdf> or contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at Ext. 8353 or in writing at the above address.

B. SCOPE OF PROCEDURE

Butler County Community College has adopted these procedures in order to provide for the prompt, fair and impartial investigation of and response to reported incidents of Sexual Harassment and other violations of the College's policies prohibiting unlawful discrimination, harassment and retaliation. The College will promptly and equitably respond to all such reports in order to eliminate the misconduct, prevent its recurrence and redress its effects on any individual or the College community.

This Procedure is available and applicable to all members of the College community, including the following: students, Employees, Guests, Third-Party Vendors, and Visitors.

This Procedure applies to all forms of prohibited conduct, as described in Section C below, that occur in connection with a College program or activity. This may include the following types of conduct:

1. Conduct occurring at or on property or facilities owned and/or leased by the College, including off-campus locations, parking lots, and grounds.
 - Conduct occurring on public property within or immediately adjacent to a campus location.
 - Conduct occurring at activities that are sanctioned, organized or coordinated by the College, on or off-campus, including but not limited to:
 - Clinicals, practicums, and externships;
 - Community activities;
 - Off-campus sites offering non-credit classes and/or programs;
 - Athletic events, including travel, and;
 - Activities sponsored or organized by recognized student organizations.
2. Other conduct that takes place off campus but which has the potential to adversely impact any member of the College community on campus or otherwise adversely affect or disrupt the College's learning or working environment.

C. Prohibited Conduct

Conduct prohibited by College policies or law and reportable under this Procedure includes, but is not limited to, the following:

- **Discrimination** on the basis of actual or perceived membership in a protected class
- **Harassment** on the basis of actual or perceived membership in a protected class
- **Bullying** on the basis of actual or perceived membership in a protected class
- **Hazing** on the basis of actual or perceived membership in a protected class
- **Creating a Hostile Environment** on the basis of actual or perceived membership in a protected class
- **Intimidation** on the basis of actual or perceived membership in a protected class
- **Sexual Harassment Offenses:**
 - Sexual Assault
 - Quid Pro Quo Harassment
 - Domestic Violence
 - Dating Violence
 - Stalking
- **Sexual Exploitation** on the basis of actual or perceived membership in a protected class
- **Retaliation** against any individual for asserting rights provided under or for participating in any process or proceeding authorized by this Procedure
- **Not Honoring** the College's established attendance procedure for pregnant students and pregnancy-related conditions, as is more fully described in the next section below
- **Denial** of reasonable accommodations for individuals with documented disabilities
- **Denial** of reasonable accommodations for pregnant students or employees
- **Romantic Relationships** that might be appropriate in other contexts may, within a College, create the appearance of an abuse of power or of undue advantage. Even when both parties have consented at the outset to a romantic involvement, such consent does not preclude a subsequent charge of sexual harassment against the instructor or supervisor. Because of its relevance to sexual harassment, the College views consensual relations in cases where one person has educational or supervisory authority over another, as unwise and inappropriate. In matters such as this, appropriate action will be taken.

This Procedure **does not** apply to grade-related disputes or other complaints of an academic nature that fall within the scope of the College's Student Complaint and Academic Grievance Policy and Procedures, with the exception of the following:

- Complaints that allege that an academic decision was determined as a result of discrimination and/or harassment;
- Complaints that allege that an individual was denied participation in an academic program or activity due to discrimination and/or harassment; and
- Complaints that allege that discrimination and/or harassment impacted or altered an individual's ability to perform academically.

Please see the "Reporting" section below for information on how to submit a report or file a complaint regarding prohibited conduct.

D. ATTENDANCE PROCEDURE FOR PREGNANCY & PREGNANCY RELATED CONDITIONS

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or

related conditions, including recovery from childbirth, shall be excused for as long as the absences are determined to be medically necessary. Students will be provided with the opportunity to make up any work missed as a result of such absences, if possible. The College may also offer the student alternatives to making up missed work, such as, but not limited to, retaking a semester, taking part in online instruction or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information or requests for accommodations, students should inform their instructor(s) and Director of Student Access & Success, at 724-287-8711 Ext. 8327 or jennifer.loue@bc3.edu.

E. FREE EXPRESSION AND ACADEMIC FREEDOM

The College is firmly committed to free expression and academic freedom and to creating and maintaining a safe, healthy, and harassment-free environment for all members of the College community. Conduct prohibited by this Procedure, including acts of retaliation, does not constitute protected expression nor the proper exercise of academic freedom. The College will, however, consider rights under the First Amendment and academic freedom in its investigation of reports submitted under this Procedure, to the extent that the reported misconduct or retaliation involves an individual's verbal or written statements or speech, as well as symbolic or other forms of non-verbal speech.

F. DEFINITIONS

As used in this Procedure, the words and phrases listed below are defined as:

- **Actual Knowledge:** means actual notice of Sexual Harassment or allegations of Sexual Harassment to a recipient's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College.
- **Advisor:** the person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the Sexual Harassment Process "B" hearing.
- **Bullying:** repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
- **Complainant(s):** is a person who alleges to have been the subject of Sexual Harassment or other conduct prohibited under this Procedure.
- **Complaint (formal):** document filed/signed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that the College investigate the allegation.
- **Coercion:** is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- **Consent**: a knowing, voluntary and clear agreement, by word or action, to engage in a specific sexual activity at the time of the activity. To be valid, consent must be knowing, voluntary, active and ongoing. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or a consent previously given does not imply consent to future sexual acts. Consent cannot be procured by use of physical force, threats, intimidating behavior or other forms of coercion. **Consent is not present when an individual is incapacitated due to the effects of alcohol, drugs or sleep. Consent is also not present when an individual lacks capacity to provide consent due to age (as described above), physical or intellectual disability or other condition.** When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. The voluntary use of alcohol or other drugs by one or both parties prior to, during or in connection with a sexual activity does not serve as a defense to or excuse otherwise prohibited conduct.
- **Dating Violence**: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Deliberate Indifference**: a College is deliberately indifferent only if its response to Sexual Harassment is clearly unreasonable when the College has actual knowledge of facts constituting such harassment.
- **Discrimination**: actions that deprive members of the College community of educational, extracurricular (including athletics) or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class.
- **Domestic Violence**: a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Force**: is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

- **Harassment**: unwelcome conduct, whether verbal, written, physical or graphic, that is based upon a protected characteristic, and that is so severe, persistent or pervasive that it unreasonably interferes with an individual's work or academic performance or otherwise unreasonably limits or deprives an individual from participating in or receiving the benefits of the College's employment, educational and/or extracurricular programs and activities.
- **Hazing**: acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiations, pledging, joining, or any other group-affiliation activity.
- **Hostile Environment**: such conduct is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with an individual's work performance or educational experience. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt that the environment was hostile).
- **Hearing Decision-Maker or Panel**: refers to those who have decision-making and sanctioning authority within the Formal Grievance process.
- **Intimidation**: implied threats or acts that cause another person a reasonable fear of harm.
- **Investigator**: means the person or persons charged by the College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- **Mandatory Reporter**: an employee of the College who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator, an Official with Authority, and/or their supervisor.
- **Notice**: means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- **Official with Authority (OWA)**: means an employee of the College explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of the College.
- **Process "A"**: means the Formal Grievance Process for formal complaints alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity, and requesting that the College investigate the allegation.
- **Process "B"**: means the Formal Grievance Process for formal complaints alleging Sexual Harassment, sexual assault, domestic violence, dating violence and/or stalking, and requesting that the College investigate the allegation(s).

- **Respondent(s)**: an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment or other conduct prohibited by this Procedure.
- **Remedies**: post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the College's educational program.
- **Reasonable Accommodation for Students**: approved modifications of programs, appropriate academic adjustments or auxiliary aids that enable them to participate in and benefit from all educational programs and activities, unless to do so would cause undue hardship.
- **Reasonable Accommodation for Employees**: any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions, unless to do so would cause undue hardship
- **Retaliation**: any action, directly or through others, that would have the effect of preventing or deterring a reasonable person from reporting conduct prohibited by this Procedure, or from participating in or providing information in response to an investigation, hearing or other action authorized under this Procedure.
- **Sanction**: means a consequence imposed on a Respondent who is found to have violated this policy.
- **Sexual Assault**: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Report:
 - **Rape**: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling**: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
 - **Incest**: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape**: sexual intercourse with a person who is under the statutory age of consent.
- **Sexual Exploitation**: takes non-consensual or abusive sexual advantage of another person or violating the sexual privacy of another person when consent is not present. Acts of sexual exploitation include, but are not limited to, observing or permitting others to witness or observe the sexual activity of another person without that person's consent; indecent exposure; inducing others to expose themselves when consent is

not present; recording or distributing information, images, or recordings of any person engaged in sexual activity or in a private space without that person's consent; prostituting another individual; knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

- **Sexual Harassment:** is the umbrella category including the offenses of Sexual Harassment, sexual assault, stalking, and dating violence, domestic violence and unwelcome conduct, determined by a reasonable person to be so severe and pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity.
 - **Quid Pro Quo Harassment:** submission to or rejection of such conduct is either implicitly or explicitly made a term or condition of an individual's participation or continued participation in any College employment, educational or extracurricular program or activity, or otherwise forms the basis for a decision that adversely impacts that person's employment or educational experience
- **Stalking:** engaging in a repetitive and menacing course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition: *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Supportive Measures:** are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or deter harassment, discrimination, and/or retaliation.
- **Title IX Coordinator (TIXC):** official designated by the College to ensure compliance with Title IX. This official also serves as the Civil Rights Compliance Officer and ADA/504 Coordinator for the College. The TIXC has the primary responsibility for coordinating College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. The TIXC acts with independence and authority free from bias and conflicts of interest. The TIXC oversees all resolutions under this policy and these procedures.

G. REPORTING

Prompt reporting of Civil Rights and Sexual Harassment violations is encouraged, because facts often become more difficult to establish as time passes. The College will take prompt and appropriate action in response to all reports in order to end the prohibited conduct, prevent its recurrence and address its effects. Any person may report discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute discrimination or Sexual Harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the TIXC.

However, the ability of the College to take disciplinary action against the Respondent may be limited if the Respondent is no longer a member of the College community at the time of the report or at the time the resolution and/or investigatory process is initiated or completed. If the Respondent is a staff member, faculty member or student and leaves the College while an investigation is pending, the Respondent will not be permitted to return to the College until the report or complaint has been resolved through this Procedure. Any individual, including a third party, who has experienced, witnessed or become aware of conduct prohibited by this Procedure can submit a report or file a complaint utilizing either or both of the options described below.

The College prohibits and will not engage in retaliation against any person who, in good faith, reports a violation, makes a complaint or provides information in connection with the investigation of a report submitted made under this Procedure. In addition, individuals who make a good faith report of Sexual Harassment or Civil Rights violations under these procedures will not be subject to disciplinary action under the BC3 Student Code of Conduct or any other College policies or regulations if it is determined that the alleged victim and/or individual who submitted the report was under the influence of drugs or alcohol at the time of the reported incident.

- **Notice** means that an employee, student, or third-party informs the TIXC or other OWA of the facts constituting the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- **Complaint (formal)** means a document filed/signed by a Complainant or signed by the TIXC alleging Sexual Harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and **requesting that the College investigate the allegation.**

1. Online and Anonymous Reporting

BC3 maintains an online reporting system to receive complaints of Civil Rights violations, including reported incidents of sexual violence and Sexual Harassment. The [Incident Report Form](#) can be accessed from the Title IX page on the College's website and from the BC3 portal, or by clicking [HERE](#). **Please note that the [Incident Report Form](#) can also be used to submit an anonymous report; however, the College's ability to address misconduct reported anonymously may be limited.**

All reports electronically submitted using the Incident Report Form will be sent directly to the TIXC, and access to the report will be limited to the TIXC and/or other officials expressly authorized by the College to investigate and respond to reports and complaints received under this Procedure. No individual having access to data submitted through the College's online reporting system may

share or disseminate such information to any other person except to the extent authorized by this Procedure or required by law.

2. Internal Reporting Options

Reports can also be submitted, verbally or in writing, to any of the offices and/or officials listed below. If the report progresses to the Formal Phase (described below), then a written statement will be required. If the Reporter or Complainant does not want to submit a written statement, the TIXC or their designee can prepare a statement of facts for approval by the Reporter or Complainant. A **Civil Rights and Sexual Misconduct Complaint Form** is available for filing a formal complaint and for providing written statements (**Appendix A**).

Students:

Any student (credit or non-credit) can report a Civil Rights or Sexual Harassment violation (as described above) directly to the TIXC. Students can also report violations to any of the Officials with Authority (OWA) listed below without fear of retaliation.

Employees/Volunteers:

Any employee (faculty, staff or administrator) or volunteer can report a Civil Rights or Sexual Harassment violation (as described above) directly to the TIXC/Executive Director of Human Resources, Assistant Director of Human Resources (contact information listed below) and/or to the employee’s direct supervisor without fear of retaliation.

Guests and Third-Party Vendors:

Any guest or third-party vendor can report a Civil Rights violation (as described above) to the TIXC/Executive Director of Human Resources, Assistant Director of Human Resources (contact information listed below) directly without fear of retaliation.

Officials with Authority (OWA) Contact Information:

The College has determined that the following administrators are Officials with Authority (OWA) to address and correct harassment, discrimination, and/or retaliation. The Officials with Authority listed below may accept notice or complaints on behalf of the College.

<p>Christina M. Fleeger Executive Director of Human Resources/ Equal Opportunity Compliance Officer BC3 Main Campus, Lower Level of Administration Building 724-287-8711, Ext. 8353 tina.fleeger@bc3.edu</p>	<p>Dr. Joshua R. Novak Dean of Student Development BC3 Main Campus, Lower Level of Student Success Center 724-287-8711, Ext. 8045 joshua.novak@bc3.edu</p>
<p>K. Scott Richardson Director of Campus Police and Security</p>	<p>Dr. Steven J. Shaffer Instructor, Liberal Arts Division BC3 Main Campus, Humanities & Education Building</p>

<p>BC3 Main Campus, Lower Level of Student Success Center</p> <p>724-287-8711, Ext. 8225</p> <p>scott.richardson@bc3.edu</p>	<p>724-287-8711, Ext. 8163</p> <p>steven.shaffer@bc3.edu</p>
<p>Jennifer Smith</p> <p>Assistant Director of Student Life – Athletics</p> <p>BC3 Main Campus, Field House</p> <p>724-287-8711, Ext. 8423</p> <p>jennifer.smith@bc3.edu</p>	<p>Dr. Belinda Richardson</p> <p>Vice President for Academic Affairs</p> <p>BC3 Main Campus, Upper Level of Administration Building</p> <p>724-287-8711, Ext. 8262</p> <p>belinda.richardson@bc3.edu</p>
<p>Dr. Case Willoughby</p> <p>Vice President for Student Affairs & Enrollment Management</p> <p>BC3 Main Campus, Lower Level of Student Success Center</p> <p>724-287-8711, Ext. 8261</p> <p>case.willoughby@bc3.edu</p>	<p>Lisa Campbell</p> <p>Dean of Workforce Development</p> <p>BC3 Main Campus, Continuing Education Building</p> <p>724-287-8711, Ext. 8290</p> <p>lisa.campbell@bc3.edu</p>
<p>Paula Crider</p> <p>Assistant Director of Human Resources/ Recruitment and Training Development</p> <p>BC3 Main Campus, Lower Level of Administration Building</p> <p>724-287-8711, Ext. 8206</p> <p>paula.crider@bc3.edu</p>	<p>Dr. Jill Martin-Rend</p> <p>Director of BC3 @ Brockway</p> <p>BC3 @ Brockway Campus</p> <p>814-265-1813</p> <p>jill.martin-rend@bc3.edu</p>
<p>Karen Zapp</p> <p>Director of BC3 @ Armstrong</p> <p>BC3 Armstrong Campus</p> <p>724-902-7452</p> <p>karen.zapp@bc3.edu</p>	<p>Lauren Buchanan</p> <p>Director of BC3 @ LindenPointe</p> <p>BC3 LindenPointe Campus</p> <p>724-346-2073</p> <p>lauren.Buchanan@bc3.edu</p>
<p>Sean Carroll</p> <p>Director of BC3 @ Lawrence Crossing</p> <p>BC3 @ Lawrence Crossing Campus</p> <p>724-658-1938</p> <p>sean.carroll@bc3.edu</p>	<p>Dr. Ryan Kociela</p> <p>Director of BC3 @ Cranberry</p> <p>BC3 Cranberry Campus</p> <p>724-772-5520</p> <p>ryan.kociela@bc3.edu</p>

No individual is required to report an alleged incident of prohibited conduct directly to the Respondent and/or the Respondent's supervisor. Further, if a report involves an OWA as a Respondent, then the report should be submitted to one or more of the other OWAs listed above, and/or submitted through the online [Incident Report Form](#).

3. Mandatory Employee Reporting Responsibility

All College employees, including faculty, staff and administrators, are required to report any incidences of sexual misconduct or other potential Civil Rights violations, as described above, of which they become aware, either directly or through a third-party, to the TIXC. Reports should be made in a timely manner, generally within 24-48 hours absent other exigent circumstances. If significant time has passed, the ability to investigate, respond, and provide remedies may be more limited. The College is required to conduct a prompt, thorough and impartial investigation of sexual misconduct and other Civil Rights violations regardless of whether or not a formal complaint is filed. Failure to report can result in disciplinary action, up to and including termination.

4. Privacy and Requests for Confidentiality or No Action

The College is committed to protecting the privacy of all individuals involved in an incident reported under this Procedure. Every effort will be made to protect the privacy interests of all individuals involved. This means that information related to such reports will only be shared with a limited circle of individuals, including individuals who "need to know" in order to assist in the review, investigation, or resolution of the report or to deliver resources or support services. All participants in an investigation of Sexual Harassment, including Advisors and witnesses, will be informed that privacy helps enhance the integrity of the investigation and protect the privacy interests of the parties, and will be asked to keep any information learned in an investigation meeting or hearing confidential, to the extent consistent with applicable law.

Notwithstanding the foregoing, the College cannot guarantee absolute confidentiality with respect to reports received under this Procedure. As described in Section 3 above, all College employees have a duty to report incidents of which they become aware to the TIXC. If at any point a previously self-identified Reporter or Complainant requests that their name or other identifiable information be held confidential with respect to the Respondent, or decides not to pursue action by the College, the College will make all reasonable attempts to respond to the report or complaint consistent with that request.

However, the College's ability to investigate and respond to the reported conduct may be limited in such a circumstance. Further, due to the fact that the College has a legal obligation to review all reports and complaints involving conduct prohibited under this Procedure, the College will weigh the request for confidentiality and/or no action against such factors as the seriousness of the alleged conduct, whether there have been other complaints or reports of a similar nature against the same Respondent, the College's obligation to provide a reasonably safe and nondiscriminatory environment for all members of the College community, and the rights of the Respondent to receive notice and relevant information before disciplinary action is taken.

If the College determines that it is necessary to proceed with the complaint procedure or implement other appropriate remedies, the Complainant will be notified by the TIXC of the College's chosen course of action.

The TIXC has discretion over whether the College proceeds when the Complainant does not wish to do so, and the TIXC may sign a formal complaint to initiate a grievance process upon completion of an appropriate risk assessment.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. The College may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

When the TIXC executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

Note that the College's ability to remedy and respond to notice may be limited if the Complainant does not want the College to proceed with an investigation and/or grievance process.

5. Community-Based Confidential Reporting Sources

The community resources listed below are available to assist individuals, on a confidential basis, who have been victims of sexual misconduct. Disclosing information to or seeking advice from one of these confidential resources does not constitute a report or complaint to the College and will not result in a response or intervention by the College. A person consulting with a confidential resource may later decide to make a report to the College and/or law enforcement.

Victim Outreach Intervention Center (VOICe)

111 S. Cliff Street

Suite 1-A

Butler, PA 16001

Hotline number: 1-800-400-8551

Center for Community Resources (CCR)

212-214 South Main Street

Suite 625

Butler, PA 16001

Toll Free Crisis Line: 1-800-292-3866

National Sexual Assault Hotline

1220 L. Street NW, Suite 505

Washington, DC 20005

1-800-656-HOPE

External Reporting Options

In addition to and/or in lieu of filing a complaint under this Procedure, a person may also file a complaint concerning an alleged Civil Rights and/or Title IX violation with the following governmental agencies:

US Department of Education, Office for Civil Rights (OCR)

400 Maryland Avenue
SW Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TTY#: (800) 877-8339
Email: OCR.Philadelphia@ed.gov
Web: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

Equal Opportunity Employment Commission (EEOC)

Pittsburgh Office
William S. Moorhead Federal Building 1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
1-800-669-4000

Pennsylvania Human Relations Commission (PHRC)

Pittsburgh Office
301 Fifth Avenue Suite 390, Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
<https://www.phrc.pa.gov/Pages/default.aspx>

6. Reporting to Law Enforcement Authorities

In cases involving potential criminal misconduct, including acts of sexual misconduct and violence, the College encourages individuals to report the conduct to the law enforcement agency that has jurisdiction over the location where the incident occurred. If the conduct is reported to the College, the individual will be informed of their option to also report any potential criminal activity to the police. Members of the Campus Police & Security Office are available to assist the Complainant in contacting appropriate law enforcement authorities.

The College will generally respect a Complainant's choice whether to report an incident to local law enforcement or initiate a complaint under this Procedure, unless the College determines that there is an overriding interest with respect to the safety or welfare of the College community. However, if a report involves suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), then College employees and volunteers are required to immediately and directly report the suspected abuse to Childline, either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313.

7. Federal Timely Warning Obligations

Parties reporting sexual misconduct, intimate partner violence, and/or stalking should be aware that under the Clery Act should be aware that the College is required by law to issue timely warnings for incidents reported to them that pose a serious or ongoing threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed or included in such notifications, while still providing enough information for community members to make safety decisions in light of the potential danger.

H. EMERGENCYREMOVAL

The College can act to remove a Respondent entirely or partially from its education program or activities, or employment, on an emergency basis if it is determined that the individual is an immediate threat to the physical health or safety of any member of the college community. The TIXC will work in conjunction with the Campus Assessment Response and Evaluation Team (CARE), Human Resources, Campus Police & Security, and College leadership to make the determination based upon standard, objective threat assessment procedures.

In all cases of emergency removal, the student/employee will be given notice of the action and the option to request a meeting with the TIXC prior to removal, or as soon thereafter as reasonably possible. During the meeting, the student/employee will have the opportunity to show cause why the removal should not be implemented, or should be modified. A Respondent may be accompanied by an Advisor of their choice when meeting with the TIXC. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. Prior to the meeting, the Respondent will be given access to a written summary of the basis of the emergency removal to allow for adequate preparation. When this meeting is not requested, objections to the emergency removal will be deemed waived.

A Complainant and their Advisor may be permitted to participate in this meeting if the TIXC determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions. The TIXC in conjunction with appropriate College leadership will determine to implement or stay an emergency removal and determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the TIXC and appropriate College leadership, these actions could include, but are not limited to: temporarily re-assigning an employee, authorizing an administrative leave, restricting an employee's or student's access to or use of facilities or equipment, allowing a student to withdraw or take grades of Incomplete without financial penalty, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

I. REPORT/COMPLAINT PROCESSES

The College has developed two separate formal resolution processes within this procedure to address Civil Rights and Sexual Harassment complaints involving students and employees.

Unionized or other categorized employees will be subject to the terms of their respective Collective Bargaining Agreements to the extent those Agreements do not conflict with federal or state compliance obligations. Redress and requests for responsive actions for incidents involving guests, volunteers and third-party vendors are also covered by these procedures.

1. **Process “A”** will address Civil Rights complaints of discrimination and harassment on the basis of protected classes.
2. **Process “B”** will address complaints of Sexual Harassment, including sexual assault, dating violence, domestic violence andstalking.

J. STANDARD OF PROOF

The **preponderance of the evidence** standard will be used for both Process “A” and Process “B” for all investigations of complaints alleging Civil Rights violations, Sexual Harassment, and any related violation. This means that the investigation will seek to determine if it is **more likely than not** that a policy violation occurred.

K. NOTICE/COMPLAINT

Upon receipt of a complaint or notice to the TIXC of an alleged violation, a prompt initial assessment will be done to determine the next steps. The College will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to proceed formally.
2. An informal resolution.
3. A Formal Grievance Process including an investigation and/or hearing.

L. INITIALASSESSMENT

Following receipt of notice or a complaint of an alleged violation of this Policy, the TIXC engages in an initial assessment. The steps in an initial assessment can include:

- If notice is given, the TIXC seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired. If they do not wish to do so, the TIXC determines whether to initiate a complaint due to a compelling threat to the health and/or safety of any member of the College community.
- If a formal complaint is received, the TIXC assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The TIXC and/or designee reaches out to the Complainant to offer supportive measures.
- The TIXC works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
- If a Formal Grievance Process is preferred, the TIXC will determine if the misconduct

alleged falls within the scope of Process “A” or Process “B”.

M. PROCESS DETERMINATION & INVESTIGATION PROCESS

1. Formal Process “A” (Civil Rights)

- If, after initial assessment of a written report or complaint, the TIXC determines that the report/complaint alleges a possible Civil Rights violation, the case will move forward to Process “A”. This can also be initiated whenever a Complainant or Respondent elects to forego the Informal Resolution or the utilization of Informal Resolution procedures fails to resolve the case.
- This process can also be initiated whenever a Complainant or Respondent elects to forego the Informal Resolution, or the Informal Resolution procedures fails to resolve the case.

2. Formal Process “B” (Sexual Harassment)

- **If, after initial assessment of a written report or complaint, the TIXC determines that the report/complaint alleges a possible Sexual Harassment, the case will move forward to Process “B”.**
- At the time of filing a formal Process “B” complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College, or an employee.
- This process can also be initiated whenever a Complainant or Respondent elects to forego the Informal Resolution, or the Informal Resolution procedures fails to resolve the case.
- If the allegations in a formal complaint do not meet the definition of Sexual Harassment, as defined above, or did not occur in the school’s education program or activity against a person in the United States, the College must dismiss such allegations *for purposes of Title IX* but may still address the allegations through Process “A” or under the College’s *Student Handbook* or *Employee Administrative Manual*.

3. Written Notice

The TIXC will provide written notice of the investigation and allegations to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The notice is also copied to the Complainant, who is to be given advance notice of when the notice will be delivered to the Respondent.

Notification will include a summary of the allegations including (if known) the identity of the parties involved, the precise misconduct being alleged, the date and location of the alleged incident(s), the specific policies implicated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.

Amendments and updates to the notice may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official College records, or emailed to the parties' College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

4. Investigation for Process "A" (Civil Rights)

- All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.
- All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.
- In the event that a report or complaint is also the subject of a separate external criminal investigation, the College will continue to make good faith efforts to investigate the alleged conduct and take action to address the effects of any prohibited conduct on its campuses or in the work or educational environment.
- Upon opening an investigation, the College will provide the Respondent with written notice of the allegations constituting a potential violation. The notice will include sufficient detail to enable the Respondent to prepare a response to the allegations prior to any initial interview.
- Investigations shall be conducted in a prompt, equitable and impartial manner, and provide an opportunity for both the Complainant and Respondent to provide information in support of their respective positions. The investigation will include interviews of witnesses, and review and evaluation of all relevant documents and evidence. Good faith effort will be made to conclude the investigation within a reasonable time. If a party refuses to participate in the investigatory process, the investigator will make his or her findings based upon the information available to him/her.
- If the Respondent admits to engaging in conduct that constitutes a violation, the TIXC, in conjunction with appropriate College leadership, will impose appropriate sanctions. Such a disposition will be final and there will be no subsequent proceedings, unless the sanctions include suspension or expulsion of a student or termination of an employee. In that case, the Respondent may request a hearing by the Civil Rights Hearing Board (CRHB) (see below for details on CRHB proceedings) or, if an employee, the Respondent may alternatively challenge the determination through procedures afforded under any Collective Bargaining Agreement or College policy applicable to the employee.
- If the allegations that are the subject of the complaint are disputed or denied by the Respondent, then the TIXC or their designee will complete the investigation, based

upon an evaluation of available evidence, including both inculpatory and exculpatory evidence, and prepare a written report summarizing the evidence and the investigator's findings. Copies of the investigation report will be provided to both Complainant and Respondent.

- If the TIXC and appropriate College leadership conclude that the investigation supports a finding of responsibility against an employee Respondent, then the employee will be notified of such finding and shall be entitled to all due process rights available to him/her under applicable Collective Bargaining Agreements and/or College policies prior to any final determination of responsibility and potential disciplinary action. Employee Respondents may also utilize the CRHB to resolve complaints against them in lieu of other College processes, by providing written notice to the TIXC within five (5) business days of the date of notification of their election to utilize the CRHB hearing process to make a final determination of responsibility and potential disciplinary action.
- If the TIXC concludes that the investigation supports a finding of responsibility against a student Respondent, then the student will be notified of such finding and, within five (5) business days of the date of notification, may then elect to have the complaint against them adjudicated through either an administrative hearing with the Dean of Student Development or through a hearing before the CRHB for a final determination of responsibility and appropriate sanctions.
- If the TIXC concludes that the investigation does not support a finding of responsibility against a Respondent, each of the parties will be notified of the results of the investigation, and the case will be considered closed with no further right of appeal by either party.
- Parties will have the opportunity to raise the issue of a potential conflict of interest within two (2) days of being advised of the identity of the investigator or CRHB member. The TIXC will determine if a conflict of interest exists. No investigator or CRHB member will make findings or determination in a case in which they have been determined to possess a conflict of interest.

5. Investigation for Process "B" (Sexual Harassment)

- All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.
- All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.
- The TIXC will make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible.
- In the event that a report or complaint is also the subject of a separate external criminal investigation, the College will continue to make good faith efforts to

investigate the alleged conduct and take action to address the effects of any prohibited conduct on its campuses or in the work or educational environment.

- Upon opening an investigation, the College will provide the Respondent with written notice of the allegations constituting a potential violation. The notice will include sufficient detail to enable the Respondent to prepare a response to the allegations prior to any initial interview.
- Investigations shall be conducted in a prompt, equitable and impartial manner, and provide an opportunity for both the Complainant and Respondent to provide information in support of their respective positions. The investigation will include interviews of witnesses, and review and evaluation of all relevant documents and evidence. Good faith effort will be made to conclude the investigation within a reasonable time. If a party refuses to participate in the investigatory process, the investigator will make his or her findings based upon the information available to him/her.
- If the TIXC and appropriate College leadership conclude that the investigation supports a finding of responsibility against an employee Respondent, then the employee will be notified of such finding and shall be entitled to all due process rights available to him/her under applicable Collective Bargaining Agreements and/or College policies prior to any final determination of responsibility and potential disciplinary action.
- If the TIXC concludes that the investigation does not support a finding of responsibility against a Respondent, each of the parties will be notified of the results of the investigation, and the case will be considered closed with no further right of appeal by either party.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the directly related evidence obtained for a ten (10) business day, or less, review and comment period so that each party may meaningfully respond to the evidence.
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

N. SUPPORTIVE MEASURES

The College will offer and implement appropriate and reasonable supportive measures to all parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The TIXC or designee promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the College will inform the Complainant, in writing, that they may file a formal complaint with the College either at that time or in the future, if they have not done so already.

The College will maintain the privacy of the supportive measures, provided that privacy does not impair the College's ability to provide the supportive measures. The College will act to ensure as minimal an academic impact on the parties as possible. The supportive measures will be implemented in a way that does not unreasonably burden the other party.

These measures may include, but are not limited to referral to Counseling, referral to the Employee Assistance Program, referral to community-based service providers, student financial aid counseling, education to the community or community subgroup(s), altering work arrangements for employees or student-employees, safety planning, providing campus safety escorts, implementing contact limitations (no contact orders) between the parties, academic support, extensions of deadlines, or other course/program-related adjustments, class schedule modifications, withdrawals, or leaves of absence, increased security and monitoring of certain areas of the campus, and any other actions deemed appropriate by the TIXC.

O. INFORMAL RESOLUTION & MEDIATION

Informal resolution options, such as mediation or restorative justice, are often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the Formal process to resolve conflicts. If both parties agree to informal resolution measures, the TIXC, in conjunction with appropriate College leadership, will be responsible for facilitating a dialogue and/or an educational session for the Complainant and Respondent, either separately or collectively, regarding these options. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

Informal resolution options will not be offered to resolve cases where a complaint alleges that an employee sexually harassed a student.

P. RIGHT TO AN ADVISOR

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the College community.

The TIXC will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from the College, the Advisor will be trained by the College and be familiar with the College resolution process.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential

bias will be explored by the hearing Decision-Makers.

1. Role of the Advisor in Process “A”

- If a Complainant or Respondent desires, he/she may be accompanied by an Advisor of their choice at any informal meeting, investigatory interview, administrative hearing or CRHB hearing conducted under these procedures. Typically, Advisors are members of the College community; however, either party is free to utilize an outside party, including an attorney, as an Advisor.
- Complainants and Respondents are required to notify the TIXC of the name and position of the Advisor that will accompany them in advance of any scheduled proceeding. Accommodations, including scheduling or rescheduling of interviews or hearings, will not be made for Advisors, including attorneys, if the requested accommodation would unduly delay the process. The parties are expected to ask and respond to questions on their own behalf during any investigatory interview or hearing, without representation by their Advisor.
- A Complainant/Respondent and Advisor may consult with each other, quietly or in writing during a proceeding, or outside the interview room or hearing room during a break, but the Advisor may not speak for or on behalf of the Complainant/Respondent during any proceeding in either the Informal or Formal Phases, or represent or advocate on behalf of the Complainant or Respondent during any administrative hearing or at any CRHB proceeding. Advisors should help their advisees prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

2. Role of the Advisor in Process “B”

- Process “B” requires cross-examination during the hearing, which must be conducted by the parties’ Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, the College will appoint a trained Advisor for the limited purpose of conducting any cross-examination.
- A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party’s Advisor will not conduct cross-examination, the College will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision-Maker during the hearing.
- The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.
- The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney.

Q. PROCESS FOR HEARINGS

The Civil Rights Hearing Board is an option for Process “A”, which applies to broader Civil Rights matters. All formal Process “B” complaints for Sexual Harassment matters will include a separate and distinct Live Hearing structure that aligns with the federal Title IX Regulations.

1. Civil Rights Hearing Board (CRHB) for Process “A”

a. Membership

- Each CRHB will have a minimum of three (3) members, comprised of a Chairperson and two (2) individuals selected from the following departments and/or offices:
- Vice Presidents
- Academic Deans and/or Associate Dean/Assistant Dean
- Human Resources Office
- Dean of Student Development
- Director of Campus Police and Security
- Coordinator of Access and Disability Resources and/or Student Success Coaches
- Directors of Off-Campus Sites
- Full-Time Faculty
- Alternate Administrators, as may be identified and trained in accordance with these procedures

STUDENTS CANNOT SERVE ON THE CRHB

b. Training

Members of the CRHB will be trained annually in all aspects of this complaint procedure, and can serve in any of the following roles at the direction of the TIXC.

- Chairperson(s)
- Hearing Board Members
- Advisors

Training Will Include:

- The scope of the College’s Civil Rights and Sexual Harassment policies and procedures; definitions of all offenses; guidelines for conducting questioning; evidence weighing and relevance; fairness, equity and due process standards; applicable laws, regulations, and federal regulatory guidance; impartiality, conflicts of interest, and bias; presumption that the Respondent is not responsible for alleged conduct prior to a determination is made at the conclusion of the grievance process; rendering findings and generating evidence-based rationales.

c. Proceeding

CRHB Notice and Alleged Violation(s)

- At least five (5) business days prior to the hearing, or as far in advance as is

reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the TIXC will send a letter to the parties with the following information:

- A description of the alleged violation(s), a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence (for compelling reasons, the hearing may be rescheduled);
 - Notice that the parties may have the assistance of an Advisor of their choice at the hearing
- Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Hearing Procedure

- The Complainant and/or Respondent may present any evidence that they feel is pertinent to their position in the complaint.
- If a party is requesting that witnesses be permitted to attend or present evidence, that party must submit a list of requested witnesses to the TIXC at least two (2) business days prior to the scheduled date of the CRHB hearing. Individuals who are not previously identified will not be permitted to attend or participate in the hearing.
- Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed.

Determination of Responsibility

- The CRHB will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the violation(s) in question.
- The CRHB may consider information about previous behavior and/or complaints regarding the Respondent if:
 - The Respondent was previously found to be responsible for a similar violation;
 - Any previous incidents were substantially similar to the present allegation, even if the individual was not found responsible for a violation; or
 - The information indicates a pattern of behavior by the Respondent and substantial conformity with the present allegation.
- The CRHB will base its determination on a **preponderance of the evidence** (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an individual Respondent or organization is found responsible by a majority of the CRHB, the CRHB will also recommend appropriate sanctions to the TIXC.

Record of Proceeding

- Proceedings before the CRHB will be recorded. It is not necessary that a certified court reporter be used in the proceedings. An audio recording or minutes of the proceedings will be sufficient.
- The parties may not record the proceedings and no other unauthorized recordings are permitted.
- In the event a transcript of the proceedings is requested, the person so requiring will pay the cost of reproduction.

Determination of Sanction(s)

- Sanctions or responsive actions will be determined by the CRHB. Factors considered when determining a sanction/responsive action may include:
 - The nature, severity of and circumstances surrounding the violation;
 - An individual's disciplinary history;
 - Previous complaints or allegations involving similar conduct;
 - Any other information deemed relevant by the CRHB;
 - The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation;
 - The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation; and
 - The need to remedy the effects of the discrimination, harassment and/or retaliation on the victim and the community.
 - The impact on the parties.

Notice of Outcome

- The Chair of the CRHB will prepare a written deliberation report and deliver it to the TIXC, detailing the finding, how each member voted ("**Responsible**" or "**Not Responsible**"), the information cited by the panel in support of its recommendation, and any information the CRHB excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed three (3) pages in length and must be submitted to the TIXC within two (2) business days of the end of the hearing.
- The TIXC will inform the Respondent and Complainant of the final determination of the CRHB within five (5) business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or delivered in-person, notice will be presumptively delivered.
- The notice will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the College is permitted to share such information under state or federal law; any sanctions issued.

2. Live Hearing Board (LHB) for Process “B”

a. Membership

Each LHB will have a minimum of three (3) members, comprised of a Decision-Maker and two (2) individuals selected from the following departments and/or offices:

- Vice Presidents
- Academic Deans and/or Associate Dean/Assistant Dean
- Human Resources Office
- Dean of Student Development
- Director of Campus Police and Security
- Coordinator of Access and Disability Resources and/or Student Success Coaches
- Directors of Off-Campus Sites
- Full-Time Faculty
- Alternate Administrators, as may be identified and trained in accordance with these procedures

STUDENTS CANNOT SERVE ON THE LHB

b. Training

- Members of the LHB will be trained annually in all aspects of this complaint procedure, and can serve in any of the following roles at the direction of the TIXC.
 - Decision-Maker(s)
 - Hearing Board Members
 - Advisors

Training Will Include:

- The scope of the College’s Civil Rights and Sexual Harassment policies and procedures; definitions of all offenses; guidelines for conducting questioning; evidence weighing and relevance; fairness, equity and due process standards; applicable laws, regulations, and federal regulatory guidance; impartiality, conflicts of interest, and bias; presumption that the Respondent is not responsible for alleged conduct prior to a determination is made at the conclusion of the grievance process; rendering findings and generating evidence-based rationales; technology training for live hearings.

c. Proceeding

LHB Notice and Alleged Violation(s)

- No less than ten (10) business days prior to the hearing, the TIXC will send notice of the hearing to the parties.
- The notice will contain:
 - A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
 - The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.

- Any technology that will be used to facilitate the hearing.
 - Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-Maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the TIXC Coordinator at least five (5) business days prior to the hearing.
 - A list of all those who will attend the hearing, along with an invitation to object to any Decision-Maker on the basis of demonstrated bias. This must be raised with the TIXC at least two (2) business days prior to the hearing.
 - Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
 - A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-Maker(s).
 - For compelling reasons, the Decision-Maker may reschedule the hearing.
 - Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the TIXC if they do not have an Advisor, and the College will appoint one. Each party must have an Advisor present. There are no exceptions.
 - A copy of all the materials provided to the Decision-Maker(s) about the matter, unless they have been provided already.
 - An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-Maker will review during any sanction determination.
 - An invitation to contact the TIXC to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
 - Whether parties can/cannot bring mobile phones/devices into the hearing.
- Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

Alternative Hearing Participation Options

- If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the TIXC or the Decision-Maker at least five (5) business days prior to the hearing.
- The TIXC or Decision-Maker can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the TIXC or Decision-Maker know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

Hearing Preparation

- The TIXC will give the Decision-Maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any witness

scheduled to participate in the hearing must have been interviewed first by investigators, unless all parties consent to the witness' participation in the hearing.

- Any Decision-Maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing.
- If a Decision-Maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the TIXC as soon as possible.
- All objections to any Decision-Maker must be raised in writing and submitted to the TIXC as soon as possible.
- During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Decision-Maker

Joint Hearings

- In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.
- However, the TIXC may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

Hearing Procedure

- The Decision-Maker explains the hearing process. This may include a final opportunity for challenge or recusal of the Decision-Maker(s) on the basis of bias or conflict of interest. The TIXC will rule on any such challenge.
- The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-Maker(s) and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.
- Neither the parties nor the Decision-Maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.
- The Investigator will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-Maker(s) and the parties (through their Advisors). The

Investigator(s) will be present during the entire hearing process, but not during deliberations. The Investigator will not be permitted to state their opinions, credibility assessment, recommended findings, or determinations.

- Once the Investigator presents their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Decision-Maker. The parties/witnesses will submit to questioning by the Decision-Maker and then by the parties through their Advisors (“**cross-examination**”).
- All questions are subject to a relevance determination by the Decision-Maker. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing.
- The Decision-Maker may explore arguments regarding relevance with the Advisors. The Decision-Maker will explain any decision to exclude a question as not relevant, or to reframe it for relevance. The grounds for disallowing a question can be if it is irrelevant, unduly repetitious, or abusive. The Decision-Maker may consult with legal counsel on any questions of admissibility.
- If a party or witness chooses not to submit to cross-examination at the hearing, then the Decision-Maker may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-Maker must disregard that statement.
- Evidence provided that is something other than a statement by the party or witness may be considered. The Decision-Maker may not draw any inference solely from a party’s or witness’s absence from the hearing or refusal to cross examination.
- If charges of policy violations other than Sexual Harassment are considered at the same hearing, the Decision-Maker(s) may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.
- If a party’s Advisor of choice refuses to comply with the College’s established rules of decorum for the hearing, the College may require the party to use a different Advisor. If a recipient-provided Advisor refuses to comply with the rules of decorum, the College may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

Record of Proceeding

- Hearings (but not deliberations) are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.
- The Decision-Maker(s), the parties, their Advisors, and appropriate administrators

of the College will be permitted to listen to the recording in a controlled environment determined by the TIXC. No person will be given or be allowed to make a copy of the recording without permission of the TIXC.

Deliberation and Decision-making

- The Decision-Maker will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding.
- When there is a finding of responsibility on one or more of the allegations, the Decision-Maker may then consider the previously submitted party impact statements in determining appropriate sanction(s).
- The TIXC will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-Maker may, at their discretion consider the statements, but they are not binding.
- The Decision-Maker will then prepare a written deliberation statement and deliver it to the TIXC, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions or recommendations. The Decision-Maker will base their determination on a **preponderance of the evidence** (i.e., whether it is more likely than not that the accused individual committed each alleged violation).

Notice of Outcome

- Using the deliberation statement, the TIXC will prepare a Notice of Outcome. The Notice of Outcome will then be reviewed by legal counsel. The TIXC will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within seven (7) business days of receiving the Decision-Maker(s)' deliberation statement.
- The Notice of Outcome will then be shared with the parties simultaneously or with significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College records, or emailed to the parties' College issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.
- The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

- Any evidence that the Decision-Maker's determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- The Notice of Outcome will also include information on when the results are considered by the College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

R. POSSIBLE SANCTIONS

1. For Student Respondents

- **Educational Sanctions:** An activity assigned to provide a student the opportunity to review conduct expectations, understand how behavior can contribute to a positive and beneficial College experience and learn of campus/community resources that support academic and non-academic success. Examples may include, but are not limited to: writing a research or reflective paper, attending seminars, taking online educational activities and/or meeting with members of various College offices.
- **Warning:** A formal statement/letter that the behavior was unacceptable and a warning that further infractions of any College Policy, Procedure or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of this Procedure, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any College Policy, Procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, no contact orders and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two (2) years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at College.
- **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events.
- **Withholding Diploma:** College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.
- **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including College registration), for a specific period of time.
- **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

2. For Employee Respondents

- **Warning:** A formal statement/letter in employee personnel file indicating that the behavior was unacceptable and a warning that further infractions of any College Policy, Procedure or directive will result in more severe sanctions/responsive actions.
- **Required Counseling**
- **Required Training:** A training assigned to provide the employee with additional education and/or resources. Examples may include, but are not limited to: online training modules, consultations with Human Resources, and/or another appropriate College office.
- **Performance Improvement Plan**
- **Demotion/Loss of Supervisory Responsibility**
- **Suspension Without Pay**
- **Termination**
- **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

S. LONG-TERM REMEDIES/ACTIONS

1. Following the conclusion of the resolution process, and in addition to any sanctions implemented, the TIXC may implement long-term remedies or actions with respect to the parties and/or the campus community to stop the harassment, discrimination, and/or retaliation; remedy its effects; and prevent its reoccurrence.
 - These remedies/actions may include, but are not limited to Referral to counseling and health services, Referral to the Employee Assistance Program, Education to the community, Permanent alteration of work arrangements for employees, Provision of campus safety escorts, Climate surveys, Policy modification, Implementation of long-term contact limitations between the parties, and Implementation of adjustments to academic deadlines, course schedules, etc.
2. At the discretion of the TIXC, long-term remedies may also be provided to the Complainant even if no policy violation is found.
3. When no policy violation is found, the TIXC will address any remedial requirements owed by the College to the Respondent.

T. APPEALS PROCESS

1. Any party that is dissatisfied with the resolution process in the informal resolution of a complaint may request an appeal.
2. Determinations made at a hearing by the CRHB in Process “A” or by the Decision-Maker in Process “B” may be appealed by either party by submitting a Request for Appeal. The Request for Appeal must be submitted in writing to the TIXC and include the specific ground(s) for the appeal, as provided in the section below.
3. **Grounds for Appeal**

- To consider new information, reasonably unavailable during the informal phase and/or at the formal hearing, that could determine a different outcome.
- To assess whether a material deviation from written procedures impacted the fairness of the informal review or formal hearing process.
- To decide if a sanction issued to a Respondent was grossly disproportionate to the severity of the offense.
- To assess whether bias or conduct on the part of the TIXC and/or their designees during the investigation and/or at an administrative hearing or by the CRHB/LHB at the formal hearing deprived the process of impartiality.

4. Sanctions Status During the Appeal

- Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above. If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation. The College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

5. Deadline for Filing Appeals

- The Request for Appeal must be submitted in writing to the TIXC within five (5) business days following the receipt of the decision from which the appeal is being taken.

6. Appeals Hearing Process

- After receipt of the Request for Appeal, the TIXC will contact the parties to set up a time and location for the appeal hearing. The parties will be given at least one (1) week notice of the hearing.
- At the hearing, the Complainant and/or Respondent may present any evidence that they feel is pertinent to their appeal. If a party is requesting that witnesses be permitted to attend or present evidence, that party must submit a list of requested witnesses to the TIXC at least two (2) business days prior to the appeal hearing. Individuals not identified will not be permitted to attend or participate in the hearing.
- An appeal is not a reinvestigation and/or a rehearing, though witnesses may be called or parties questioned as necessary. The reviewing body will be deferential to the original Decision-Maker, making changes to the finding only where there is clear error and to the sanction only if a compelling justification to do so exists.
- Appeals will be heard by the CRHB. Members of the CRHB Appeals Committee will be different individuals than those who served during Process "A" or Process "B" hearings, to ensure impartiality.
- The decision of the CRHB at the appeals phase is final, and will be issued within

five (5) business days of the hearing. There are no further levels of appeal.

U. TIME FRAME

1. The College will make a good faith effort to resolve all complaints in a reasonable timeframe in order to ensure fundamental fairness to all parties and provide a prompt, fair and impartial complaint process. Extenuating circumstances that may delay completion of the complaint process include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, breaks in the academic calendar and other unforeseen or exigent circumstances.

V. TIME LIMITS ON REPORTING

1. There is no time limitation on providing notice/complaints to the TIXC. However, if the Complainant and/or Respondent are no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

W. FALSE REPORTING

1. It is a violation of College policy to file a knowingly false or malicious complaint of an alleged Civil Rights or Sexual Harassment violation, or to knowingly provide false information in connection with an investigation into a complaint filed under these procedures. Violations of this standard will result in disciplinary action. A complaint filed in good faith under these procedures will not result in disciplinary action.

X. RETALIATION

1. Civil Rights laws and College policies strictly prohibit retaliation against any person who, in good faith, reports or makes a complaint under these procedures or who testifies, assists or participates in any manner in any investigation or proceeding conducted hereunder. Any person who engages in prohibited retaliation will be subject to discipline, up to and including termination of an employee and/or expulsion of a student. Any person who feels that they are a victim of retaliation may file a report or complaint as provided under this Procedure or contact the TIXC immediately.

Y. RECORD RETENTION

1. The College shall retain documents related to complaints under this procedure as required by law. The TIXC shall be primarily responsible for records related to all Civil Rights complaints.

Z. STATEMENT OF RIGHTS OF THE PARTIES

1. The right to be treated with dignity and respect by College officials.
2. The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to College officials.

3. The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
4. The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
5. The right to have College policies and procedures followed without material deviation.
6. The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
7. The right not to be discouraged by College officials from reporting Sexual Harassment or discrimination to both on-campus and off-campus authorities.
8. The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
9. The right to have allegations of violations of this Policy responded to promptly and with sensitivity by College law enforcement and/or other officials.
10. The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
11. The right to a College implemented no-contact order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
12. The right to be informed of available assistance in changing academic, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available.
13. The right to have the College maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the College's ability to provide the supportive measures.
14. The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
15. The right not to have irrelevant prior sexual history or character admitted as evidence.
16. The right to know the relevant and directly related evidence obtained and to respond to that evidence in Process "B".
17. The right to fair opportunity to provide the Investigator with their account of the alleged misconduct and have that account be on the record.
18. The right to receive a copy of the investigation report in Process "B", including all factual,

policy, and/or credibility analyses performed, and all relevant evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.

19. The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
20. The right to regular updates on the status of the investigation and/or resolution for Sexual Harassment claims in Process “B”.
21. The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-Makers who have received relevant annual training.
22. The right to preservation of privacy, to the extent possible and permitted by law.
23. The right to meetings, interviews, and/or hearings that are closed to the public.
24. The right to petition that any College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
25. The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
26. The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
27. The right to have an impact statement considered by the Decision-Maker following a determination of responsibility for any allegation, but prior to sanctioning.
28. The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the College.
29. The right to a fundamentally fair resolution as defined in these procedures.

ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL
USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED THROUGH A
LIMITED LICENSE TO
BUTLER COUNTY COMMUNITY COLLEGE. ALL OTHER RIGHTS RESERVED.

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**BUTLER COUNTY COMMUNITY COLLEGE
CIVIL RIGHTS AND SEXUAL MISCONDUCT COMPLAINT FORM**

If you have any questions in regard to how to complete this form or acquire assistance, please contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer/TIXC at (724) 287-8711, Ext. 8353.

Please print and complete the following:

Today's Date: _____

Complainant's Name: _____
Last Name First Name Initial

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Telephone Number: _____ **Cell Telephone Number:** _____

Relationship to BC3: Employee Student Applicant Guest/Visitor Vendor

If employee, list position held at BC3: _____

If you are not the victim, please indicate their name(s) _____

Is victim an Employee Student Applicant Guest/Visitor Vendor

Name(s) of who you believe committed the alleged act(s) (Respondent): _____

Is Respondent an Employee Student Applicant Guest/Visitor Vendor

Indicate Area(s) for Complaint:

Discrimination Harassment Sexual Harassment Access/Accommodation

Describe Specific Area of Violation (i.e. race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to disability, age, sex, sexual orientation, gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law, type of harassment, sexual harassment, etc.):

Specifics of Complaint (describe in detail the nature of the alleged incident, including name of individual(s) responsible for the alleged incident(s) (if known), when and where the alleged incident(s) occurred, describe what occurred, provide the name(s) and contact information of any witnesses(s) (if known), and any additional information that you feel is relevant to the alleged incident.) Attach additional page(s), if necessary.

Please describe any corrective action you would like to see taken with regard to the alleged incident.
Attach additional page(s), if necessary.

Signature of Complainant

Acknowledgement:

I, _____, am willing to cooperate fully in the investigation of my complaint and will provide all information in my possession, custody or control which the College may reasonably request in connection with its investigation. I affirm that the information I am providing is true and correct to the best of my knowledge. I understand that my statements and the information that I am providing may be attributed to me and could be included in any investigation reports that are prepared. I also understand that this investigation is confidential and for me to disclose any information that I have obtained during the course of this investigation could interfere with the investigation. I also understand that if I do not fully cooperate, decisions will be made based on the best information available to the College.

Signature _____ Date _____

Witness _____ Date _____

XIII. Sex Offender Registration

In accordance with the Campus Sex Crimes Prevention Act of 2000, institutions of higher education are required to issue a statement advising the campus community where information about registered sex offenders may be obtained. This act also requires registered sex offenders to provide notice to each institution of higher education at which the person is employed, carries a vocation, or is a student.

Pennsylvania's General Assembly has determined public safety will be enhanced by making information about registered sexual offenders available to the public through the internet. Knowledge whether a person is a registered sexual offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sexual offenders. Public access to information about registered sexual offenders is intended solely as a means of public protection, any other use prohibited.

Pursuant 42 Pa.C.S. § 9799.28 and § 9799.63, the State Police has established a website to provide timely information to the public on registered sexual offenders who reside, or are transient, attend school, or are employed/carry on a vocation, within the Commonwealth of Pennsylvania.

Pennsylvania's Megan's Law, 42 Pa.C.S § 9799.32(1) and § 9799.67(1) , requires the State Police to create and maintain a registry of persons who reside, or is transient, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or have been adjudicated delinquent of Certain Sexual Offenses in Pennsylvania or another jurisdiction.

Website: <https://www.pameganslaw.state.pa.us/>

Any offender who is required to register under this statute is similarly required to register with Butler County Community College. A student or volunteer must register with BC3's Campus Police Department prior to the first day of class attendance or prior to the first day of volunteering. An employee must register with the BC3 Human Resources Office upon conviction. The College reserves the right to limit enrollment or other participation in activities or services of students who are registered offenders. Students or volunteers who fail to comply may be subject to immediate cancellation of enrollment or cessation of volunteer status. Employees who fail to comply may be subject to disciplinary action up to and including termination.

XV. Emergency Telephone Numbers

BC3 Main Campus

Fire/Police/Medical Emergency - 911

BC3 Campus Police Department - 724-287-8711, Ext. 8394

Butler Township Police – Non-Emergency – 724-285-9600

Press the emergency button on any College phone or press the button on an Emergency Stanchion located in one of the following areas:

- In front of the Field House;
- Pathway to campus at Parking Lot #7; and
- Pathway at the intersection of the Science & Technology Building and the Administration Building.

Christina M. Fleeger

Executive Director of Human Resources/
Equal Opportunity Compliance Officer

Title IX Coordinator

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tina.fleeger@bc3.edu

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Butler County Mental Health
Mental Retardation Drug & Alcohol Program
2nd Floor Courthouse Annex
124 W. Diamond Street
Butler, PA 16001
724-284-5114

Butler Regional Recovery Program
Butler Memorial Hospital
911 East Brady Street
Butler, PA 16001
724-284-4357

Ellen O'Brien Gaiser Addiction Center
165 Old Plank Road
Butler, PA 16002
Outpatient Treatment: 724-285-2293
Residential Treatment: 724-287-8205
Administrative Offices: 724-285-2293

Center for Community Resources (CCR)
212-214 South Main Street, Suite 625
Butler, PA 16001
Toll Free Crisis Line: 1-800-292-3866
Telephone Number: 724-431-3748
Website: <http://www.ccrinfo.org/>

National Sexual Assault Hotline
1220 L. Street NW, Suite 505
Washington, DC 20005
Hotline: 1-800-656-HOPE
Website: <https://www.rainn.org/get-help/national-sexual-assault-hotline>

Victim Outreach Intervention Center (VOICE)

111 S. Cliff Street, Suite 1-A

Butler, PA 16001

Hotline: 1-800-400-8551

Telephone number: 724-283-8700

Website: <http://www.voicebutlercounty.org/>

PA 2-1-1 Southwest

Dialing 2-1-1 from your phone will connect you to a free, confidential referral and information helpline that will provide essential health and human services resources, 24 hours a day, 365 days a year.

Email: info@pa211sw.org

Website: <http://pa211sw.org/>

National Suicide Prevention Hotline

The National Suicide Prevention Hotline provides confidential twenty-four (24) hour assistance.

Website:

BC3 @ Armstrong

Fire/Police/Medical Emergency - 911

BC3 Campus Police Department - 724-287-8711, Ext. 8394

Manor Township Police – Non-Emergency – 724-763-9677

Press the emergency button on any College phone or dial 911 from any College phone or from your cell phone.

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Community Guidance Center

793 Old Route 119 North
Indiana, PA 15701
1-888-686-1991

Helping All Victims in Need (HAVIN)

P.O. Box 983
Kittanning, PA 16201
Hotline: 1-800-841-8881
Telephone Phone: 724-548-8888
Website: <http://www.havinpa.org/http://www.womenscenterbc.org/>

National Sexual Assault Hotline

1220 L. Street NW, Suite 505
Washington, DC 20005
Hotline: 1-800-656-HOPE
Website: <https://www.rainn.org/get-help/national-sexual-assault-hotline>

Victim Outreach Intervention Center (VOICe)

111 S. Cliff Street, Suite 1-A
Butler, PA 16001
Hotline: 1-800-400-8551
Telephone number: 724-283-8700
Website: <http://www.voicebutlercounty.org/>

PA 2-1-1 Southwest

Dialing 2-1-1 from your phone will connect you to a free, confidential referral and information helpline that will provide essential health and human services resources, 24 hours a day, 365 days a year.

Email: info@pa211sw.org

Website: <http://pa211sw.org/>

National Suicide Prevention Hotline

The National Suicide Prevention Hotline provides confidential twenty-four (24) hour assistance.

Website: <http://www.suicidepreventionlifeline.org>

BC3 @ Brockway

Fire/Police/Medical Emergency - 911

BC3 Campus Police Department - 724-287-8711, Ext. 8394

Brockway Police – Non-Emergency – 814-265-2055

Press the emergency button on any College phone or dial 911 from any College phone or from your cell phone.

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Clearfield-Jefferson Drug & Alcohol Commission
PO Box 647
104 Main Street
Falls Creek, PA 15840
Telephone Number: 814-371-9002
Toll Free 1-800-892-9002

Behavioral Advancements of DuBois
150 West DuBois Avenue, Suite B
DuBois, PA 15801
Telephone Number: 814-375-7090

CAPSEA, Inc.
PO Box 464
Ridgway, PA 15853
Elk County Hotline: 814-772-3838
Cameron County Hotline: 814-486-1227
Website: <http://capsea.org/>

PPC Violence Free Network
29 Pearl Avenue
Oil City, PA 16301
Hotline: 814-677-7273
Telephone Phone: 814-676-5476
Website: <http://www.fscas.org/ppc-vfn.htm>

National Sexual Assault Hotline
1220 L. Street NW, Suite 505
Washington, DC 20005
Hotline: 1-800-656-HOPE
Website: <https://www.rainn.org/get-help/national-sexual-assault-hotline>

Victim Outreach Intervention Center (VOICe)

111 S. Cliff Street, Suite 1-A
Butler, PA 16001
Hotline: 1-800-400-8551
Telephone number: 724-283-8700
Website: <http://www.voicebutlercounty.org/>

PA 2-1-1 Southwest

Dialing 2-1-1 from your phone will connect you to a free, confidential referral and information helpline that will provide essential health and human services resources, 24 hours a day, 365 days a year.

Email: info@pa211sw.org
Website: <http://pa211sw.org/>

National Suicide Prevention Hotline

The National Suicide Prevention Hotline provides confidential twenty-four (24) hour assistance.
Website: <http://www.suicidepreventionlifeline.org>

BC3 @ Cranberry

Fire/Police/Medical Emergency - 911

BC3 Campus Police Department - 724-287-8711, Ext. 8394

Cranberry Township Police – Non-Emergency – 724-776-5180

Press the emergency button on any College phone or dial 911 from any College phone or from your cell phone.

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Butler County Mental Health
Mental Retardation Drug & Alcohol Program
2nd Floor Courthouse Annex
124 W. Diamond Street
Butler, PA 16001
724-284-5114

Butler Regional Recovery Program
Butler Memorial Hospital
911 East Brady Street
Butler, PA 16001
724-284-4357

Ellen O'Brien Gaiser Addiction Center
165 Old Plank Road
Butler, PA 16002
Outpatient Treatment: 724-285-2293
Residential Treatment: 724-287-8205
Administrative Offices: 724-285-2293

Center for Community Resources (CCR)

212-214 South Main Street, Suite 625
Butler, PA 16001
Toll Free Crisis Line: 1-800-292-3866
Telephone Number: 724-431-3748
Website: <http://www.ccrinfo.org/>

National Sexual Assault Hotline

1220 L. Street NW, Suite 505
Washington, DC 20005
Hotline: 1-800-656-HOPE
Website: <https://www.rainn.org/get-help/national-sexual-assault-hotline>

Victim Outreach Intervention Center (VOICe)

111 S. Cliff Street, Suite 1-A
Butler, PA 16001
Hotline: 1-800-400-551
Telephone Number: 724-283-8700
Website: <http://www.voicebutlercounty.org/>

PA 2-1-1 Southwest

Dialing 2-1-1 from your phone will connect you to a free, confidential referral and information helpline that will provide essential health and human services resources, 24 hours a day, 365 days a year.

Email: info@pa211sw.org
Website: <http://pa211sw.org/>

National Suicide Prevention Hotline

The National Suicide Prevention Hotline provides confidential twenty-four (24) hour assistance.
Website: <http://www.suicidepreventionlifeline.org>

BC3 @ Lawrence Crossing

Fire/Police/Medical Emergency - 911

BC3 Campus Police Department - 724-287-8711, Ext. 8394

Union Township Police – Non-Emergency – 724-652-5203

Press the emergency button on any College phone or dial 911 from any College phone or from your cell phone.

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Lawrence County Drug and Alcohol
20 E. Washington Street, 2nd Floor
New Castle, PA 16101
Telephone Number: 724-658-5580

White Deer Run New Castle

413 Highland Avenue
New Castle, PA 16101
Telephone Number: 724-657-9916

Highland House Outpatient Services

20 S. Mercer Street, Suite 2B
New Castle, PA 16101
Telephone Number: 724-856-7211

The Crisis Shelter of Lawrence County

1218 W. State Street
New Castle, PA 16101
Hotline: 724-652-9036
Telephone Number: 724-652-9206
Website: <https://ariselc.org/>

National Sexual Assault Hotline

1220 L. Street NW, Suite 505
Washington, DC 20005
Hotline: 1-800-656-HOPE
Website: <https://www.rainn.org/get-help/national-sexual-assault-hotline>

Victim Outreach Intervention Center (VOICe)

111 S. Cliff Street, Suite 1-A
Butler, PA 16001
Hotline: 1-800-400-8551
Telephone number: 724-283-8700
Website: <http://www.voicebutlercounty.org/>

PA 2-1-1 Southwest

Dialing 2-1-1 from your phone will connect you to a free, confidential referral and information helpline that will provide essential health and human services resources, 24 hours a day, 365 days a year.

Email: info@pa211sw.org
Website: <http://pa211sw.org/>

National Suicide Prevention Hotline

The National Suicide Prevention Hotline provides confidential twenty-four (24) hour assistance.
Website: <http://www.suicidepreventionlifeline.org>

BC3 @ LindenPointe

Fire/Police/Medical Emergency - 911

BC3 Campus Police Department - 724-287-8711, Ext. 8394

City of Hermitage Police – Non-Emergency – 724-983-6780

Press the emergency button on any College phone or dial 911 from any College phone or from your cell phone.

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724-287-8711, Ext. 8423
jennifer.smith@bc3.edu

Mercer County Drug and Alcohol
8406 Sharon-Mercer Road
Mercer, PA 16137
Telephone Number: 724-662-1550
Hotline: 724-662-2227

AWARE Inc.
109 S. Sharpsville Avenue, Suite D
Sharon, PA 16146
Hotline: 1-888-981-1457
Telephone Phone: 724-342-4934
Website: <http://www.merceraware.org/>

National Sexual Assault Hotline
1220 L. Street NW, Suite 505
Washington, DC 20005
Hotline: 1-800-656-HOPE
Website: <https://www.rainn.org/get-help/national-sexual-assault-hotline>

Victim Outreach Intervention Center (VOICe)
111 S. Cliff Street, Suite 1-A
Butler, PA 16001
Hotline: 1-800-400-8551
Telephone Number: 724-283-8700
Website: <http://www.voicebutlercounty.org/>

PA 2-1-1 Southwest
Dialing 2-1-1 from your phone will connect you to a free, confidential referral and information helpline that will provide essential health and human services resources, 24 hours a day, 365 days a year.
Email: info@pa211sw.org
Website: <http://pa211sw.org/>

National Suicide Prevention Hotline
The National Suicide Prevention Hotline provides confidential twenty-four (24) hour assistance.
Website: <http://www.suicidepreventionlifeline.org>

Appendix I

Timely Warning Report/Record Form

Incident Date/Time Disseminated: _____

Incident Type: _____

Description of event/incident: _____

Suspect(s) Information: _____

Timely Warning: Yes No

If Yes:

- Alert Number: _____
- Method Used: _____
- Date/Time Suspended: _____

If No, Reason for not issuing a warning: _____

Members involved in timely warning decision: _____
