

SAFETY & SECURITY
Westminster College



Updated 10/12/11

Department of Public Safety

PHONE NUMBERS:

ON-CAMPUS EMERGENCY: 7777
OFF-CAMPUS EMERGENCY: 724-946-7777
PUBLIC SAFETY OFFICE: 724-946-7126
PUBLIC SAFETY ADMINISTRATOR: 724-946-6217
DIRECTOR OF PUBLIC SAFETY: 724-946-6216

Table of Contents

- ***INFORMATION FOUND THROUGHOUT THIS DOCUMENT IN ITALICIZED BOLD TYPE IS MANDATED BY LAW***
- A MESSAGE FROM THE DIRECTOR OF PUBLIC SAFETY
- EDUCATION
- SAFETY & SECURITY SUGGESTIONS
- DEPARTMENT OF PUBLIC SAFETY
- REPORTING EMERGENCIES ON CAMPUS
- EMERGENCY NOTIFICATION AND EVACUATION PROCEEDURES
- ACCESS TO CAMPUS FACILITIES
- COMMUNICATION OF INFORMATION
- RECORDS OF INFORMATION
- CAMPUS BUILDINGS
- CAMPUS HOUSING
- COLLEGE POLICIES
- SEXUAL ASSAULT
- LINK TO FIRE REPORT
- CURRENT STATISTICS
- IMPORTANT TELEPHONE NUMBERS
- CAMPUS CRIME STATISTICS

A MESSAGE FROM THE DIRECTOR OF PUBLIC SAFETY

Westminster College is located in New Wilmington, Pennsylvania, a rural community with 2,000 permanent residents. The 2010 fall semester Campus Community is comprised of approximately **1500 full-time undergraduate students, 23 undergraduate continuing education students, 22 graduate students and 420 faculty and staff**. Usually, **1100** undergraduate students live on-campus in **nine** residence halls and **five** town-house buildings comprised of 25 apartment-style housing units that accommodate 100 students. There are about 93 students residing in off-campus fraternity houses that are located within walking distance of the campus. Twenty-Seven Westminster students are studying abroad this semester. The remainder of our students commute to the campus from their homes or off-campus apartments.

Here, as in all other municipalities, public safety, crime prevention and the impact of criminal activity are significant concerns and **our Department of Public Safety has the safety and security of all members of the College Community as its primary responsibility**. However, this task is not one we can accomplish alone. Campus crime is an occasional but unfortunate reality and preventing it is a responsibility shared among the College, its students, and employees. Indifference and apathy are a criminal's greatest allies. Together we can maintain vigilance, practice prevention, report crimes or suspicious circumstances, and keep our campus safe and secure. If you observe a crime or become the victim of one, please contact authorities immediately. If you do not wish to come forward as a victim, you may still report a crime anonymously by using the anonymous crime reporting form. It can be accessed by hitting any of the **red** quick-links in this document. Simply complete it, print it and mail it to the Public Safety Department.

We hope you will find the information contained here to be informative and helpful. If you should have any questions or would like additional information about safety and security at Westminster, please contact us. The Director of Public Safety can be reached at 724-946-6216.

Sincerely,
William A. Brandt
Director of Public Safety

EDUCATION

The key to preventing crime is awareness. The Department of Public Safety, along with administrators, residence hall staff and faculty work together to educate students to assume a role in protecting themselves from becoming a victim of crime. This training focuses on being aware of local conditions and implementing individual prevention practices.

Safety, security, and crime prevention presentations are an important part of orientation each year. *Throughout the academic year, Westminster staff personnel offer programs on personal safety, alcohol, drugs, safe sex, and other issues.*

SAFETY & SECURITY SUGGESTIONS

If you are assaulted:

Call Public Safety as soon as possible. Try to remember as much as you can about those involved. Important characteristics to remember include: gender; race; height/weight; hair color and length; clothing; type and color of vehicle; and license number. The campus will be searched immediately for suspects and police agencies will be notified. Security Alert notices will be posted throughout the campus if the incident warrants it.

If you see a suspicious person or crime in progress:

If you see a crime in progress or anyone acting suspiciously, call the Public Safety Department immediately. Do not attempt to intercede or approach the person yourself. Report the type of activity and give a general description of the subject involved. The officer on duty will investigate your report at once. Students, faculty and staff working together in the reporting of suspicious activity will reduce the opportunity for crime.

If you have a safety concern:

If you smell smoke, notice a door propped open, or believe that something is “just not right”, contact the Public Safety Department immediately. Explain your concern by providing the location and extent of the problem. An officer will respond immediately and assess the situation. Appropriate College staff will be notified if the officer is unable to correct the problem.

Campus Safety

While Westminster College is a relatively safe environment students and employees are encouraged to be responsible for their own security and the security of others. One of the easiest methods of crime prevention is to secure belongings by locking the doors to rooms and vehicles.

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is located in Suite 165 of the McKelvey Campus Center. The department provides round-the-clock service and protection to the campus community. *It is a department staffed with public safety personnel. The department is a unit of the Student Affairs Division and it operates under the direction of the Director of Public Safety.* The department is staffed by 3 full-time and 16 part-time officers, most of who are retired municipal or state police officers or retired from other emergency services agencies. Officers are trained in accordance with Pennsylvania law by approved training officers. *Our public safety officers receive annual update training and are certified as required in 1st aid, CPR & defibrillators, proper use of emergency equipment such as fire extinguishers. Shift Officers are certified in the use of handcuffs and pepper spray. All officers also receive blood-borne pathogen training.*

The Director of Public Safety reports to the Dean of Student Affairs and works closely with the Student Affairs Office to maintain a safe and secure campus environment. The office of the Director of Public Safety is located in room 266, McKelvey Campus Center. The Director can be reached by phone at extension 6216. Public Safety Officers provide assistance in areas associated with:

- Investigation of all criminal incidents and traffic accidents on campus.
- Rendering assistance and notification of appropriate providers in cases of fire or medical emergencies.
- Disaster response.
- Response to any problem that may arise on campus and patrol of campus buildings and grounds.
- Reporting of safety and maintenance concerns to the Physical Plant Office.
- Providing escort service to vehicles or building-to-building for students upon request.
- Crime prevention and fire safety presentations.
- Administration of the College parking and vehicle registration program.

Public Safety Officers can arrest individuals under the following circumstances: when a person has committed a felony; when a person commits or is committing a misdemeanor in the presence of the security officer or commits a misdemeanor that disturbs the peace. Police Officers can arrest for all violations at all times. Campus Public Safety Officers do not carry weapons; shift officers are trained in the use of pepper spray and handcuffs.

The Department of Public Safety cooperates fully with all local, state and federal law enforcement agencies and maintains a close working relationship with the New Wilmington Police Department. All campus crimes involving violence, significant property loss or any felony are reported to the New Wilmington Police and they handle the investigations. Lesser crimes are investigated by College Security personnel and offenders are processed through the campus judicial system. Appropriate campus administrators are notified in the event of campus emergencies or criminal incidents. Sanctions for violations of College policy violations are administered through the Vice President of Student Affairs. All findings of investigations are forwarded to the Vice President for disposition.

REPORTING EMERGENCIES ON CAMPUS

For any fire, police, or medical emergency on campus, call the Department of Public Safety immediately. Dial 7777 from any campus phone, (724) 946-7777 from a non-campus phone or press the green button on any of the 21 "yellow" outdoor telephone call boxes strategically located throughout the campus. To contact the police directly from an on-campus phone, dial 911. We urge you to immediately report any crime or suspicious activity, regardless of how insignificant it may seem. The contracted, off-campus dispatcher who answers your call is trained in handling emergencies, and ***all complaints are fully investigated.***

- Give your location.
- Describe the nature of the emergency.
- Be prepared to respond to the dispatcher's questions or instructions.

In response to your call, the dispatcher will immediately send campus Public Safety personnel and appropriate local police, fire or medical teams to your location as needed.

Crimes may also be reported by telling any College official – which includes any athletic directors, faculty advisors, team coaches, residence-life staff, student affairs personnel and judicial officers. Once a crime has been brought to the attention of a "reporting official", they must pass the information on to the Public Safety Department for further investigation. Confidential reporting is an option and may be done by copying and completing the Anonymous Crime Reporting Form and forwarding it to the Public Safety Department via campus mail or by submitting it electronically to the Director of Public Safety.

[Anonymous Crime Reporting Form](#)

EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

Emergency Preparedness Page Link

The Westminster College Emergency Preparedness Page is published on the main page of the College web page. It can also be accessed through the following URL link:

http://www.westminster.edu/student/safety/emergency/emergency_overview.cfm

Emergency Notification

Confirmation of a significant emergency or extremely dangerous situation will be determined by First Responders, New Wilmington Police Department, Public Safety, Public Safety Dispatch, 911 dispatch or Student Affairs. A determination of what segment/s of the campus community to notify of the situation will be made as soon as possible, upon confirmation of a significant emergency or extremely dangerous situation, any of the following will alert the campus community of the situation: President; President's Cabinet; V.P. of Student Affairs; Associate Dean of S.A./Resident Life, or representative; Sr. Director of Marketing/Communication Services; Director of Public Safety or representative. (Unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.)

Alert Systems

The Westminster College Emergency Alert System will be used to communicate information through one or more of the following campus systems:

1. **Cisco IP Phones** live messages with two-way intercom communication capability;
2. **Computer** generated alerts:
 - a. An all-campus computer screen "popup" alert to all computers logged into the Novell network;
 - b. A yellow quote bar alert located on the College's Web Site Home Page that will contain important information during emergencies; and
 - c. E-mails to the campus community.

3. **Annunciator Horns** – Currently located in all residence hall main lobbies, on the Old Main Tower, and within the lower levels of Hoyt Science Center and McGill Library. Horns will provide real-time voice alerts and instructions to the campus community and immediate properties of the larger community; and
4. **Bull Horns** – Hand held by Public Safety personnel or Public Address systems by police for real-time voice alerts and instructions to the campus community.

*The Emergency Preparedness page will be accessible from the [Current Students homepage](#) and the [Faculty & Staff homepage](#). Also, when the site-wide message is activated, a yellow-bar will appear on **EVERY** westminster.edu page and be linked to this page. Students are encouraged to refer parents, guardians or other family members to the Emergency Preparedness website. The website will provide them with updated information in the event of a campus emergency.*

Disseminating of emergency information to the larger community will be handled by Senior Director of Marketing /Communication Services & New Wilmington Borough Police Department.

Testing Of System

Westminster College will conduct a campus wide test of the emergency response system in September of the fall semester, during normal business hours. In January testing of the alert system will be conducted. Evacuation procedures are tested in the residence halls on a monthly basis during the fire drills.

Building Evacuations

- a) All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by Campus Safety & Security.
- b) When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- c) **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.**
- d) Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- e) **DO NOT** return to an evacuated building unless told to do so by a College Official.

Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by Campus Safety & Security as described.

All persons (students and staff) are to vacate immediately the area of campus in question and relocate to another part of the campus grounds as directed.

In the event of a prolonged or inclement weather evacuation one or all of the following buildings will be used as a temporary shelter, if not involved in the area of evacuation:

Old 77

Memorial Field House

McKelvey Campus Center

ACCESS TO CAMPUS FACILITIES

All Westminster College facilities are intended for the use of students, faculty, staff, and their invited guests only. It is the responsibility of the Public Safety staff to lock all campus buildings when classes, meetings, and special events are not taking place. The only exception to this policy is the residence halls where live-in staff share this responsibility. Residence halls are secured with a proximity card locking system on exterior doors and some are also alarmed. Interior doors are equipped with standard keyway locks. Windows are all equipped with locks and some are protected with vandal resistant screens.

The residence halls are locked round-the-clock. Students and employees not authorized to be in the buildings during these times have their proximity cards deactivated denying them access. Only residents pre-approved by the office of Student Affairs/Housing maintain their activated access status. Residents are permitted to have overnight guests (including friends and relatives) in their rooms on occasion, but all visitation policies found in the Handbook for Students must be followed.

Visitors and guests are only permitted in the halls during official visitation hours. Halls have a front desk staffed during evening hours. Opposite gender visitors must be accompanied by a hall resident at all times when they are anywhere in a hall beyond the main lobby area. Visitors to the College seeking access to campus buildings and facilities must do so through an individual host, a sponsoring College department/office of the Department of Public Safety unless attending an event open to the general public.

COMMUNICATION OF INFORMATION

Material in this brochure is updated annually and provided to students, faculty, staff, and potential students or employees via the internet. All students and employees receive annual notification by E-mail advising them of where to locate this information on the Westminster website. Supervisors inform the few employees that do not have college E-mail accounts. This portion of our web is printable for anyone desiring a hard copy of the information. Admissions or the Public Safety Department will print and mail a copy of this report to any requestor without access to the internet. More detailed information is distributed in regular crime prevention materials and meetings.

The Department of Public Safety and the Student Affairs Office share incident information on a regular basis. *Decisions as to the timely notification of the College Community through E-mail or telephonic CAMPUS SECURITY ADVISORIES or CAMPUS SECURITY ALERTS are based on this exchange of information. These advisories are sent out whenever College officials deem conditions to be such that members of the campus community are put at an elevated risk for harm from incidents, regardless of their origin. Alerts may be sent for criminal activity, suspicious persons, dangerous weather or other threatening conditions.*

Sexual predator laws mandate that certain categories of sexual offenders register with the police department for the jurisdiction that they reside in. For information regarding such persons who may be residing in the New Wilmington vicinity you may check the following websites for information:

<http://www.criminalcheck.com> or <http://www.pameganslaw.state.pa.us/>

RECORDS OF INFORMATION

The Office of Admissions asks each prospective student before matriculating if he/she has ever been convicted of any criminal act. The College Personnel Office makes similar inquiries of prospective faculty, administrators and support staff. A background check is conducted on all prospective employees. The College evaluates the status of students and employees convicted in public court while they are enrolled or employed at Westminster.

CAMPUS BUILDINGS

The Physical Plant Department staff maintains the campus buildings and grounds with a concern for safety and security. Outdoor lighting is located in areas of routine student/employee traffic and is inspected regularly by the campus electrician and by security personnel. The Department of Public Safety assists in grounds and building maintenance by reporting potential security and safety hazards such as broken windows, faulty locks, inoperative lighting and similar problems. Trees and other vegetation are also routinely inspected and trimmed to eliminate areas that could conceal an attacker or peeper.

CAMPUS HOUSING

The College can house up to 1163 students in 9 single sex residence halls located on campus. Campus housing capacity is 420 male and 740 female students. All resident halls are locked on a 24 hour basis, students are issued a proximity card which allows access into their residence hall. The residence halls include single, double, triple and quadruple rooms. There are also five town house buildings comprised of 25 apartment style housing units which accommodate 100 students. Married couples cannot be accommodated in residence halls. The Student Affairs Office assigns new students to rooms using a roommate preference form completed by the students. Upper class students select their halls and rooms each spring for the following academic year in a room drawing process. Rooms are not automatically retained from year to year. Any student wishing to change rooms may request a re-assignment through procedures established by the Student Affairs Office. The Residence Life staff mediates roommate disputes to resolve conflicts before the College authorizes changes in room assignments.

Only residents and their invited guests are allowed to enter residence halls. A host student must escort visitors of the opposite sex to a room. Such visits must occur within the hours authorized by the College for residence hall visitation. Public Safety Officers conduct periodic checks of the entrances to halls to make certain the doors remain secured. Students have proximity cards that allow them to enter buildings. Residence Life staff are on duty in the buildings if residence halls remain open for any portion of a College vacation period. *Residence halls are supervised by live-in staff members who are selected, trained and supervised by the Student Affairs Office. The staff includes one Resident Director or Community Advisor and several Resident Assistants per residence hall.* Residence Life staff review safety & security procedures with residents at the beginning of each academic year and conduct periodic refresher training throughout the year as the residence life staff deems necessary. In addition to monitoring hall security, the Residence Life staff is also responsible for enforcing College regulations, conducting periodic fire drills, advising students, and organizing residence hall programs.

Residents who wish to invite non-student guests of the same sex to stay overnight with them may do so for a maximum of three consecutive nights. Uninvited persons who are not Westminster College students are not permitted in residence hall at any time.

COLLEGE POLICIES

The use, possession or sale of alcoholic beverages, illegal drugs, firearms, ammunition or other lethal weapons are prohibited on campus. Residence Life staff, Public Safety Officers, the College administration and local or state police enforce these policies. *The policies apply to both students and College employees.* Violations of any College policies, including criminal activity, by student or College employees are grounds for College administrative action. This action may include suspension or permanent expulsion of a student from the College. The College is not a sanctuary from the law; therefore any laws that apply in the local community or the state of Pennsylvania apply at Westminster as well.

SEXUAL ASSAULT

Sexual assault, including date/acquaintance rape, is of major concern to colleges and universities throughout the United States. Westminster College is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free from all forms of harassment, exploitation or intimidation. To help reach this goal, the College has created a confidential crime reporting procedure. Anyone who has been the victim of a crime or becomes aware that a crime has been committed against another person on campus but does not want to come forward publicly may still discreetly report it to College authorities. The confidential reporting form can be found at the link below. Anyone may print it, complete it, and send it through campus mail to the Public Safety Office, Room 165, McKelvey Campus Center. All reported allegations of sexual assault will be fully investigated by the Public Safety Department or the New Wilmington Borough Police. If the College can substantiate allegations, the perpetrator will be charged under the College judicial system, or the case will be sent to the New Wilmington Borough Police for prosecution, or both.

[Anonymous Crime Reporting Form](#)

For further information or assistance with these issues, be sure to read the College brochure “SEXUAL ASSAULT: What you need to know about...” or contact the Office of Student Affairs at 946-7110, Counseling Services at 946-7340 or the Director of Public Safety at 946-6216. Westminster College conducts sexual assault awareness training for all incoming freshmen during their orientation. Programs for all students are also presented periodically throughout the academic year by Public Safety, Residence Life, and Greek Life staff members.

[LINK TO FIRE REPORT](#)

The Westminster College Fire Report is published on line under the Public Safety portion of the Westminster College web page. It can be accessed through the following URL link: http://www.westminster.edu/student/safety/pdf/fire_safety_report.pdf

[CURRENT STATISTICS](#)

Included in this information are the crime statistics for the past three calendar years for both the College and New Wilmington Borough. These statistics are reported in accordance with federal law to the Federal Bureau of Investigation as well as the Federal Department of Education. Anyone reading this must understand that these figures represent the total number of occurrences that have been reported. Some crimes are never reported to authorities by the victims. We strongly encourage all victims of crime to report them to us so that we can work together to eradicate crime and punish the perpetrators.

Should you have any questions regarding the information provided here, want to view the Campus Incident Log, or need information on a specific policy; please feel free to contact the Director of Public Safety at 724-946-6216. Crime statistics for this campus are submitted annually by October to the Department of Education and can be viewed at the Federal Department of Education web site at <http://ope.ed.gov/security>.

[IMPORTANT TELEPHONE NUMBERS](#)

Campus Emergency	724-946-7777
Police Emergency from any Phone	911
New Wilmington Police Department	724-946-8111
Director of Public Safety.....	724-946-6216
Public Safety Administrator.....	724-946-6217
Public Safety Office	724-946-7126
Information Desk	724-946-6145
Physical Plant/Maintenance	724-946-6335
College Counseling Services	724-946-7340
Crisis Shelter of Lawrence County	724-652-9036

CAMPUS CRIME STATISTICS

Reported crime statistics for Westminster College for the past three years:

<i>Criminal Category</i>	<i>Incidents Reported</i>	<i>Incidents Reported</i>	<i>Incidents Reported</i>
	2008	2009	2010
Homicide	0	0	0
Manslaughter	0	0	0
Rape	0	1	0
Forcible Sex	0	0	1
Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	5	2	0
Arson	0	0	0
Auto Theft	0	0	0
Larceny-Theft	12	28	19
Criminal Mischief	17	17	14
Intimidation	0	0	3
Simple Assault	6	6	1
Disorderly Conduct	12	13	1

- In 2008, one burglary, twelve thefts, two vandalisms, two marijuana possessions, three assaults and nine disorderly conducts reported above occurred in residence halls.
- In 2009, one burglary, five thefts, seven vandalisms, three marijuana possessions, one assault and five disorderly conducts reported above occurred in residence halls.
- In 2010, ten thefts, two vandalisms, one marijuana possession, two harassments, and one simple assault reported above occurred in residence halls.

Note: A non-forcible sex offense is defined differently for police Uniform Crime Reports to the FBI than it is defined in the Clery Act. We list sex offenses here as the police have listed and reported it in their records for UCR purposes. The only sex offenses defined as non-forcible under the Clery Act are statutory rape and incest.

PREJUDICIAL CAMPUS CRIME STATISTICS

Reported crime statistics for Westminster College for the past three years in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

<i>Criminal Category</i>	<i>Incidents Reported</i>	<i>Incidents Reported</i>	<i>Incidents Reported</i>
	2008	2009	2010
Homicide	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Forcible Sex	0	0	0
Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Auto Theft	0	0	0
Larceny-Theft	0	0	0
Criminal Mischief	0	0	0
Intimidation	0	0	0
Simple Assault	n/r	0	0
Disorderly Conduct	n/r	0	0

ARRESTS MADE - on campus

<i>Arrests Made</i>	<i>2008</i>	<i>2009</i>	<i>2010</i>
Drug Abuse	0	0	0
Weapon	0	0	0
Liquor Law	0	5	5
Disorderly	0	0	0

- In 2008, four marijuana drug abuse, forty-two liquor law, fifteen theft, three harassment by communication, three assaults, one burglary, one theft, were handled by Westminster College judicial action.
- In 2009, three marijuana drug abuse, fifty-nine liquor law, five assaults, eight vandalisms and twenty-two disorderly conduct cases were handled by Westminster College judicial action.
- In 2010, four marijuana drug abuse, sixty-nine liquor law, two theft, two vandalism and one disorderly conduct cases were handled by Westminster College judicial action.

CRIME STATISTICS FOR NEW WILMINGTON BOROUGH

Criminal Category	<i>Incidents Reported</i>	<i>Incidents Reported</i>	<i>Incidents Reported</i>
	2008	2009	2010
Homicide	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Forcible Sex	0	0	1
Non-Forcible Sex	0	0	0
Robbery	0	0	0
Aggravated	1	0	0
Burglary	0	1	2
Arson	1	0	0
Auto Theft	1	0	0
Larceny-Theft	31	35	45
Vandalism	13	22	18
Prejudice	0	0	0
Simple Assault	n/r	n/r	3
Harassment	n/r	n/r	2
Disorderly Conduct	n/r	n/r	4