

**SAFETY & SECURITY**  
Westminster College



Updated 02/06/09

## **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**

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## **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 Campus Community is comprised of approximately **1308 full-time undergraduate students, 77 undergraduate life-long learning students, 106 graduate students and 400 faculty and staff.** Usually, about **1100** undergraduate students live on-campus in **nine** residence halls and **three** town house buildings comprised of 15 apartment style housing units which accommodate 60 students. There are about 100 students residing in off-campus fraternity houses that are located within walking distance of the campus. 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.

## **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 1<sup>st</sup> aid, CPR & defibrillators, proper use of emergency equipment such as fire extinguishers. 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.***

*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 Dean of Student Affairs. All findings of investigations are forwarded to the Dean 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 or press the red 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 9 for an outside line, then 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. 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](#)**

## **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 de-activated 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. 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 1120 students in 9 single sex residence halls located on campus. 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 three town house buildings comprised of 15 apartment style housing units which accommodate 60 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 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.

## 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 can also be viewed at the Federal Department of Education web site at <http://ope.ed.gov/security>.

## IMPORTANT TELEPHONE NUMBERS

<b>Campus Emergency.....</b>	<b>7777</b>
<b>Police Emergency from Campus Phones.....</b>	<b>9-911</b>
New Wilmington Police Department .....	724-946-8111
Director of Public Safety.....	6216
Public Safety Administrator.....	6217
Public Safety Office .....	7126
Information Desk .....	6145
Physical Plant/Maintenance .....	6335
College Counseling Services .....	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</i>	<i>Incidents</i>	<i>Incidents</i>	<i>Incidents</i>
<i>Category</i>	<i>Reported</i>	<i>Reported</i>	<i>Reported</i>
	2006	2007	2008
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	3	5	5
Arson	0	0	0
Auto Theft	2	0	0
Larceny-Theft	43	12	12
Vandalism's	18	17	17
Prejudice	0	0	0
Simple Assault	n/r	n/r	6
Disorderly Conduct	n/r	n/r	12

- In 2006, three burglaries, nine thefts and five vandalisms reported above occurred in residence halls.
- In 2007, three burglaries, three thefts, six vandalisms, two marijuana possessions, and one indecent assault reported above occurred in residence halls.
- In 2008, one burglary, twelve thefts, two vandalisms, two marijuana possessions, three assaults and nine disorderly conducts reported above occurred in residence halls.

## CRIME RATES

**The following are the crime rates per 1000 students on our campus**

	2006	2007	2008
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	.003	.005	.002
Arson	0	0	0
Auto Theft	.002	0	0
Larceny-Theft	.043	.012	.022
Vandalism	.018	.017	.011
Prejudice	0	0	0
Simple Assault	n/r	n/r	.006
Disorderly Conduct	n/r	n/r	.012

## ARRESTS MADE

<i>Arrests Made</i>	<i>2006</i>	<i>2007</i>	<i>2008</i>
Drug Abuse	0	0	0
Weapon	0	0	0
Liquor Law	0	0	0
Disorderly	0	0	0

- In 2006, two drug abuse, thirty-eight liquor-law, nine vandalisms, ten harassments, three thefts and four disorderly conduct cases were handled by College judicial action.
- In 2007, three drug abuse , twenty liquor-law, two vandalisms, three harassments, and four disorderly conduct cases were handled by Westminster College judicial action.
- 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.

## CRIME STATISTICS FOR NEW WILMINGTON BOROUGH

<i>Criminal</i>	<i>Incidents</i>	<i>Incidents</i>	<i>Incidents</i>
<i>Category</i>	<i>Reported</i>	<i>Reported</i>	<i>Reported</i>
	2006	2007	2008
Homicide	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Forcible Sex	0	0	0
Non-Forcible Sex	0	0	0
Robbery	1	0	0
Aggravated	2	1	1
Burglary	7	0	0
Arson	0	0	1
Auto Theft	0	1	1
Larceny-Theft	47	27	31
Vandalism	28	20	13
Prejudice	0	0	0

### **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.