

## TELEPHONE NUMBERS

Campus Security and Safety Department (570) 208-5926  
Luksic Hall - Lower Level  
Wilkes-Barre, PA 18711  
8:30 a.m. - 4:30 p.m.

Switchboard - Emergency (570) 208-5900  
Luksic Hall - Lower Level  
Wilkes-Barre, PA

Director, Human Resources (570) 208-5923  
181 N. Franklin Street  
Wilkes-Barre, PA 18711

Wilkes-Barre Police Department  
15 North Washington Street  
Wilkes-Barre, PA 18702  
Non-Emergency Information (570) 826-8106  
Emergency 911

Wilkes-Barre Fire Department Headquarters  
30 East Ross Street  
Wilkes-Barre, PA 18702  
Non-Emergency Information (570) 208-4257  
Emergency 911

2009/2010

**KING'S COLLEGE**  
WILKES-BARRE, PENNSYLVANIA

# THE STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

**FOR YOUR SAFETY**

**2009-2010**

## **INTRODUCTION**

### **Mission Statement of Campus Security and Safety**

The goal of King's College is to educate the student for the present and the future. In keeping with this goal, the Campus Security and Safety Department endeavors to provide a safe campus environment. Security Services will assist students in becoming active participants in the security of their campus. This is done with a motivated staff of men and women dedicated to being a positive resource to the campus community. The staff strives to update training and work together with other departments within the College to meet the needs of a dynamic society.

# SECURITY SERVICES

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## **SECURITY SERVICES**

The Campus Security and Safety Department is the administrative office responsible for security on campus. King's College employs full and part-time security officers. Annual and recertification training includes CPR certification and knowledge of basic first aid. In addition, all of the officers are required to have current Act 235, the Lethal Weapons Training Certification.

The requirements for Act 235 are very stringent. The officer is required to take a physical examination, a psychological examination and be fingerprinted by the State Police, who then initiate a background investigation on the officer. All of the officers are certified in the Lethal Weapons Training. The course consists of 26 classroom hours and includes the following:

1. Legal Authority
2. Constitutional Restrictions
3. Pennsylvania Crimes Code
4. Limited Authority
5. Incident Investigation
6. Testifying in Court
7. Self-defense

Upon successful completion of a written exam the officer is permitted to carry a baton, pepper spray and handcuffs. The officers at King's College **do not** carry firearms of any kind. Officer recertification is required every five years.

## **SPECIAL EVENTS**

Depending on the size and nature of special events or occurrences on campus, various special security personnel may be assigned to campus, including the Wilkes-Barre Police and contract officers from a private security agency.

## **DIRECTOR**

The day to day administration of campus security rests with the Director of Campus Security and Safety. The Campus Security and Safety Department cooperates with state and local police and maintains an excellent working relationship with the Wilkes-Barre Police Department. Incidents involving violence, property loss or damage are reported to the local police department.

## **ENFORCEMENT**

The King's College security officer has citizen's arrest powers. Whenever assistance is needed, the Wilkes-Barre Police is dispatched via a 24-hour emergency service.

## **RELATIONSHIP WITH LOCAL AUTHORITIES**

Whenever King's College itself is the target of criminal activity, the decision to report such incidents to the local police is based on the severity of the matter. When a person is the victim or injured party in a minor incident, the decision to report the matter to the local police is left to the individual.

When a serious incident involving a person occurs on campus, the decision to report to the local police is made by the survivor with counsel from college personnel. In all cases involving individuals, survivors are advised by security personnel that they have the right to file a report with the Wilkes-Barre police.

## **CRIMINAL RECORDS POLICY**

King's College conducts criminal history record checks on all full and part-time employees of the college. All information is collected in accordance with Pennsylvania's Criminal History Information Act contained in Chapter 91 of Title 18, Crimes Code.

## **ENROLLMENT**

As of September 2009, King's College enrolled 1970 full-time students and 474 part-time undergraduate students and 340 graduate students.

## **HOUSING POPULATION**

As of September 2009, 1028 students were living in student housing.

## **EMPLOYEES**

As of September 2009, 419 non-student full time employees worked on the King's College Campus.

## **COMMUNICATION MEDIUM**

The Campus community is informed about security matters annually through the publication of the Campus Security Act brochure. Additionally, about every 2-3 weeks "police blotter" is published in the College newspaper, which alerts students, staff, and faculty to incidents occurring on or near

campus. In the event of an emergency, safety notifications are communicated to students, staff and faculty. The notifications are posted on campus bulletin boards, conspicuously situated throughout the campus, and are also posted in each of the residence halls.

## **SECURITY PERSONNEL / RESIDENCE HALL**

King's College maintains its own uniform security force of full and part-time officers, supplemented as needed by part-time/temporary officers. The College also employs residence hall desk attendants at Esseff and Holy Cross Hall. They monitor the activities of the residence hall lobbies and report activities of a suspicious nature to security officers. Each residence hall floor is also staffed with an adult resident hall counselor and a student resident assistant who are responsible for monitoring the activities of each floor, for enforcing residence hall regulations, and for reporting activities of a suspicious nature to security officers.

## **CAMPUS SECURITY PROGRAMS**

1. Operation Identification: A program wherein students may use engravers to mark their personal belongings. An inventory of the marked items is kept by the Campus Security and Safety Department and maintained in a safe location. If marked property is stolen and later recovered by the police, the engraved I.D. number will identify the owner.

2. "We Care": A brochure presented by the Campus Security and Safety Department which presents crime prevention tips to resident students.

3. Security Work-Study Aides: Students who keep an eye out for suspicious persons or actions, and reports same to the officers on duty.

4. King's Escort Service (KES): Security personnel will provide safe escort to students and staff from one point on campus to another.

5. First-Year Experience (FYE 010): An extended orientation for new students which provides a broad range of issues related to college life, which includes safety and security issues.

6. Police Blotter: A listing of incidents occurring on campus which is published in the College newspaper.

7. Emergency Call Boxes: Emergency call boxes are located throughout

the campus. Pressing the button puts the caller in direct contact with security officers.

Call Box Locations:

1. N. Washington St. parking lot entrance
2. E. North St. parking lot entrance
3. Harrison and North Streets
4. Leo's Den (college park area)
5. McGowan parking lot entrance
6. Rear Scandlon Physical Education Center
7. Corner of N. Main and Jackson Streets
8. Entrance to Betzler Field parking lot
9. Upper level courthouse parking lot
10. Rear Alumni Hall parking lot
11. Bennett and N. Washington Street

8. Morse Watchman: A security patrol management system which provides positive proof that security personnel are patrolling in areas of high risk.

9. Emergency Notification System: A rapid emergency notification system by cell phone text or e-mail. Enrollment can be completed on college web site.

## **FACILITIES**

Members of the King's College Buildings and Grounds staff routinely care for the lawns and insure that the aesthetic quality of the campus is balanced with security needs. Input and suggestions are welcomed from students and staff, and a professional landscaping vendor is contracted to help insure attractive campus grooming which minimizes opportunity for criminal behavior. Outdoor lighting is a continuous priority. All authorized entrances to student housing facilities are sufficiently illuminated to permit observation of persons entering or loitering. Lights in disrepair are reported daily to the Director of Facilities and Grounds. Lighting is located throughout the rest of the campus to cover as completely as practical those building entrances, pathways to parking facilities, and other areas travelled by members of the campus community. Outdoor lighting fixtures are monitored daily by security officers on their routine patrols.

The **Sheehy-Farmer Campus Center\*** is open 7:00 a.m. to 12:00 a.m. (midnight) Sunday through Saturday. The Campus Center information desk is open 8:30 a.m. to 4:30 p.m., Monday through Friday. A computer lab is

available to all students on a 24-hour basis from 10 a.m. on Sunday until midnight on Friday during the semester. The lab is on the main floor of the Campus Center. To access the lab after hours, a valid student identification card is required to open the handicap doors located on the main level of the Campus Center. When the desk closes at night, the main floor is also closed. The lower level (computer lab, game room, and lounge) is kept open until the building closes. A maintenance person is on duty in the building during all open periods. The second floor of the Campus Center is only open during dining hours.

The **William S. Scandlon Physical Education Center\*** is open Monday through Friday 8:00 a.m. to 10:00 p.m., Saturday 10:00 a.m. to 6:00 p.m., Sunday 1:00 p.m. to 10:00 p.m.. During peak hours - afternoons, evenings and weekends, an attendant is stationed at the main entrance and requires all visitors to sign in. Security personnel check the facilities during the off-peak hours.

The **D. Leonard Corgan Library\*** is staffed professionally and checked routinely by security personnel during hours of operation. Normal library hours are as follows: Monday through Thursday 8:00 a.m. to 11:00 p.m., Friday 8:00 a.m. to 9:00 p.m., Saturday 10:00 a.m. to 5:00 p.m., Sunday 10:00 a.m. to 11:00 p.m..

\*The hours indicated above are observed when the College is in session. Hours are reduced during the breaks and summer.

## **REPORTING INCIDENTS**

The King's College Campus Security and Safety Department is open 24 hours a day. The administrative office which handles parking information is open during normal business hours. The phone number is (570) 208-5926. In addition, officers are on foot patrols around the clock and can be contacted to respond to reports of criminal activity by calling the campus switchboard operator at (570) 208-5900. The operator will notify campus security personnel and/or Wilkes-Barre City Police when response is required. The institution's responses to reports of criminal actions are outlined in "Relationship With Local Authorities." All students, faculty, staff and visitors are encouraged to report any suspicious or criminal activity to the Campus Security and Safety Department in an accurate and timely fashion.

## ALCOHOLIC BEVERAGE POLICY

In keeping with King's College commitment to fostering an environment in which students can recognize their personal worth and develop a willingness to assume responsibility for their lives and decisions, the following alcohol beverage policy is approved by the Board of Directors:

A. Summary of the State Law: Anyone under 21 years of age who attempts to purchase, possess, consume, or transport any alcoholic beverages within the state is subject to a fine or imprisonment or both. Anyone who sells and/or furnishes alcoholic beverages to anyone under 21 years of age is subject to penalties of the law. It is also unlawful to misrepresent one's age to obtain alcoholic beverages.

B. The College will not serve as a sanctuary from the law. The College does not condone any violations of the criminal law, including underage drinking. Any person who is not 21 years of age or older is underage in Pennsylvania. The College also prohibits purchase, possession, consumption and/or transport of alcohol by anyone under 21 years of age on college property and will enforce this provision through referral to the Office of Student Affairs.

C. Intoxication is prohibited and will result in mandatory referrals to counseling, and/or referral to the Associate Vice President of Student Affairs/Dean of Students Office to determine disciplinary action. Dismissal in accordance with the Student Handbook may occur if there are subsequent instances of intoxication, or if violence, or other problems accompany the intoxication.

D. No open punch bowls, no communal alcoholic drink mixes, kegs, beer balls or pony kegs are permitted in the residence halls or social rooms. Underage students are not permitted to have alcoholic beverages at social functions, concerts, entertainment or public affairs.

E. Students of Legal Age:

1. Seniors-only socials may have alcoholic beverages for those 21 years of age or older.
2. Moderate quantities of alcoholic beverages (no kegs, pony kegs, or beer balls) may be transported through campus solely for the purpose of being transported to a residence room by residents of **legal age**. All containers must be closed when outside the residence

room. Grain alcohol is totally banned. Bars are not allowed in residence rooms or college apartments.

F. No students are allowed to possess alcohol on the campus grounds or in the buildings on campus except as provided above. These directives shall be binding on all students: resident, off-campus, and commuters while on campus.

G. Any student violation of the criminal law as it pertains to alcohol is subject to disciplinary proceedings by the Associate Vice President of Student Affairs and Dean of Students Office whether these occur on or off campus.

H. Alcohol guidelines implementing this alcohol policy are published in the Student Handbook at the beginning, and during each academic year.

Alcohol **abuse** and the disease of alcoholism are taken seriously at King's College. Judgement is often impaired following the abuse of alcohol, and thus one is more likely to infringe upon the right of others. The Associate Vice President of Student Affairs and Dean of Students Office, in response to unacceptable behavior, will take the necessary action to secure justice and make referrals for assessment and treatment. The Associate Vice President of Student Affairs and Dean of Students Office reserves the right to intervene directly in alcohol referrals to assure an effective response on the part of the College.

## **ALCOHOL EDUCATION AND TREATMENT POLICY**

### **I. EDUCATION AND PREVENTION**

Alcohol abuse and other drug addictions are serious, growing problems in our society. They claim survivors without regard to age, sex, race or occupation. Students can, and, do become victims. Alcoholism manifests itself as an impairment to the body, mind and spirit which, unless arrested, grows progressively worse and results in irreparable physical and psychological damage.

Education in drug and alcohol risk is required if attitudes are to be changed and if the obligation of student, faculty and administration intervention is to be discharged. To this purpose a comprehensive program to address drug and alcohol problems has been established and continues to be developed. In addition, all students receive detailed drug and alcohol information

during freshmen orientation. Resident assistants have supervision through the College year on methods of detection and intervention with regard to drug and alcohol problem students.

## **II. ACCOUNTABILITY**

The King's College community recognizes the potential problem that drugs and alcohol can cause. This community has therefore established procedures to care for its students. Rehabilitation includes the embracing of a new value system and lifestyle which will enable the dependent student to live comfortably and productively without alcohol or other addicting drugs.

### **DRUGS POLICY**

It is the policy of King's College to support, enforce, and assist in the enforcement of all state and federal laws pertaining to the possession, use, or sale of illegal substances.

### **WEAPONS POLICY**

King's College security personnel do not carry guns. Students are prohibited from storing or possessing weapons on campus. Weapons include, but are not limited to, firearms, pellet guns, bows and arrows, and knives. Students may arrange for storage by the Campus Security and Safety Department of one firearm or bow and arrows set for hunting or skeet shooting.

### **PROGRAMMING**

Resident students receive information concerning security procedures through meetings and printed materials. During the first meeting each semester students, with residents and their resident counselors, are informed of safety and security procedures. New Student Orientation includes information about security procedures as does the annually updated Student Handbook which is distributed to all students. Staff members receive information about security procedures via the Employee Handbook at the time of their hiring.

### **REPORTED MISSING STUDENT POLICY**

In accordance with federal legislation the College follows this policy in cases when a student is reported missing to the King's College Campus Safety and Security Department.

When a person notifies the department of Campus Safety and Security

that a student is missing, a report is completed by an officer. That report must include the last time the student was seen and the name of the person making the report.

The College is required by law to notify the parent or guardian of any student who is under the age of 18 years old and is not legal emancipated.

Students who are over the age of 18 or emancipated may file with the College a written notification of a confidential contact to be notified if the student is reported missing. The confidential contact information must be filed in writing at the Associate Vice President for Student affairs/Dean of Students Office located in Rev. John Lane, C.S.C., House. Unless confidential contact information is filed in writing the parent or guardian listed on the student's records will be contacted. If a confidential contact form has been filed it will be in the student file.

When a report has been filed with Campus Safety and Security the Director of Assistant Director of Campus Safety and Security will be notified. The security department will continue the investigation and take appropriate measures to locate the student.

## **STUDENT HOUSING**

King's College provides on-campus, undergraduate housing in six buildings: Luksic Hall, for upperclass coeds; Esseff Hall, for women; Leo F. Flood Hall, Alumni Hall and John Lane House, apartments for men and women, 187 N. Franklin Street for men or women, and Holy Cross Hall, a residence hall for men.

**(A) HOUSING ASSIGNMENTS:** Applications for college housing are distributed to new and returning students through the mail during the summer preceding their enrollment. Roommates for new students are selected by matching various preferences on applications. Some of these items considered are: name of specific roommate requested; smoking or non- smoking; with same major or not with same major. Students may not change their rooms during the first two weeks of the semester but may change room assignments during the third week with permission from the Director of Residence Life, and may change after that time with permission and under certain circumstances. Contact the Office of Residence Life for more information.

**(B) OFF CAMPUS STUDENT HOUSING SAFETY:** If you

or any of your fellow students have concerns about housing safety, please contact the City. Your information will be kept in confidence and you do not need your landlord's permission to request assistance or advice. You can call any of the following numbers to report your concerns about housing safety or ask questions of inspectors and fire or police department officials.

Fire Headquarters	(570) 208-4261
Neighborhood Impact Team	(570) 208-4123
Police Department - Crime Prevention	(570) 208-4191
ALL EMERGENCIES	911

**(C) VISITORS IN THE RESIDENCE HALLS:** Visitation in the living areas of Esseff, Luksic, 187 N. Franklin Street, and Holy Cross Halls (any point beyond the lobby) by persons of the opposite sex is permitted during visitation hours.

Sunday - Thursday:	10:00 a.m. to 12:00 a.m.
Friday - Saturday:	10:00 a.m. to 2:00 a.m.

The doors to these two residence halls are locked one hour after the end of visitation hours. Holy Cross, Luksic, and Esseff Hall residents must use College ID card reader to gain access. Unescorted non-residents of the hall are not allowed free access to the lobbies.

**(D) ESSEFF HALL AND HOLY CROSS HALL ACCESS (SIGN-IN/ESCORT POLICY)** In order to access Holy Cross Hall's and Esseff Hall's residential living areas during the visitation hours listed below, the following visitation policy is in effect:

Holy Cross Hall -	
Sunday - Thursday:	10:00 p.m. to 12:00 a.m.
Friday and Saturday:	10:00 p.m. to 2:00 a.m.
Esseff Hall -	
Sunday-Thursday:	10:00 a.m. to 12:00 a.m.
Friday and Saturday:	10:00 a.m. to 2:00 a.m.

King's students, faculty and staff *who do not reside in the hall* **MUST** show their King's College Identification Card to the desk personnel on duty in the lobby. Once submitted, the King's student, faculty, or staff member must sign-in with full name and room he/she is visiting and then proceed to that residential floor and room.

**If the visitor *does not have a King's Identification Card* the procedure for non-King's guests is as follows:**

All non-King's guests must report directly to the hall desk and, using the telephone system, call the resident whom they wish to visit. The resident must meet the guest(s) at the lobby desk. The guest must submit his/her photo I.D. (driver's license) to the desk personnel on duty in the lobby. Once submitted, the guest must sign-in with full name and room he/she is visiting and then proceed to the residential floor and room with one's host. If the resident's guest has no form of I.D., a guest pass will be completed. The guest pass is a card that includes the guest's contact information and resident host information. This card will also be kept by the desk personnel on duty. The host must escort guests at all times and this resident will be held strictly accountable for one's guests. Upon exiting the residence hall one's Identification Card will be returned by desk personnel upon signing out.

Any Identification Cards erroneously left with the desk attendant will be held for 24 hours at the Esseff Hall lobby desk or Holy Cross Hall lobby area. Beyond that timeframe they will be turned in to the Residence Life Office and can be obtained there by the owner during normal college business hours.

Luksic Hall students are not required to sign non-college guests in or out of the hall. However, all non-college guests must be escorted by a student at all times while in the hall. The student escort is held strictly accountable for the guest's behavior. Students who refuse to identify themselves when asked, will be considered non-student guests and asked either to obtain an escort or be held liable for trespassing by appropriate law enforcement authorities. In Flood Hall and Alumni Hall guests must be admitted by the people they are visiting. Guests contact the residents by using the intercom system at the building entrances. The newest resident hall, Gateway Corners, has apartment style housing on the second, third, and fourth floor of the building. Access to the above floors is limited to card swipes on all exterior doors as well as both elevators and the stairwell. Students with current college ID's may access this building during visiting hours. All other guest must be accompanied by a resident.

**(D) SECURITY FEATURES:** Standard metal-frame, safety-glass exterior doors with emergency "breaker bars" are employed to secure doorways and access to the first-floor windows is limited by two modifications. First floor windows in Holy Cross Hall have been further secured by placing a metal angle iron bar across the open space, reducing the size of the opening to virtually prohibit entrance through open windows.

Ground level windows at Flood Hall and Alumni Hall are equipped with “Crime Shield” window barriers designed by Exeter Architectural Products. Access to upstairs apartments in John Lane House is made by ringing to the desired apartment. Guests must be admitted by the people they are visiting.

**(E) FLOOR INFORMATION:** The residence life staff informs students of security and safety procedures during the floor meetings, which are held during the first week of classes. Security programs may include showing safety films or inviting a security representative to speak to the students.

**(F) HOUSING DURING BREAKS:** Residence halls are closed during vacation/break periods. During break periods only students who have the permission from the Office of Residence Life may be in the halls. Security officers continue to patrol the residence halls that are closed during breaks.

**(G) GUEST HOUSING:** Overnight guests may stay with their same sex host with the permission of the Resident Assistant. Students are restricted to having overnight guests to one weekend per month.

**(H) STAFF TRAINING:** Each staff member attends an orientation session each year which includes training on fire safety, security issues, crisis intervention and college rules and regulations.

\*Pennsylvania Law, Act 73, and Public Law 101-542 (Title II) requires all colleges throughout the country to inform all full-time faculty, staff, students and applicants for admission of its safety and security policies. This booklet is being forwarded to you in compliance with the above laws.

## **SEXUAL ASSAULT POLICY**

In September, 1992, the “Campus Sexual Assault Victim’s Bill of Rights” legislation became law. This law requires colleges and universities to establish a comprehensive policy to respond to sexual assaults on their campus.

King’s College Sexual Assault Procedures and Protocol for the Management of Sexual Assaults On and Off Campus Involving Students was established in November, 1992 and is contained within the Student

Handbook 2007-2009 and the Student Right-To-Know and Campus Security Act pamphlet.

Additionally, a separate pamphlet entitled, “Guide for Students Concerning Sexual Assault”, is available to all full and part-time students.

## DEFINITIONS

*Rape:* is a violation of Pennsylvania State Law, a felony of the 1st degree and defined as when a person engages in sexual intercourse with another person by:

- Forcible compulsion.
- Threat of forcible compulsion that would prevent resistance by a reasonable resolution.
- With a person who is unconscious.
- A person who is mentally deranged or deficient that such person is incapable of consent.
- Where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.

*Sexual assault:* is defined as a violation of Pennsylvania State Law. A misdemeanor of the 2nd degree/and or violation of the King’s College Student Conduct Code. Sexual assault is defined as any action in which one person forces to engage in sexual activity against one’s will or consent, involving the threat or the actual physical contact of a sexual nature.

*Acquaintance Rape:* is a violation of Pennsylvania State Law, a felony of the 1st degree and of the King’s College Student Conduct Code. Acquaintance rape is using physical force, emotional bargaining, blackmail or mind games to force sexual intercourse, fondling, kissing, holding, etc., any sexual contact forced on a person against their will or consent by a person known. Acquaintance rape is rape by definition of law.

*Assent:* does not constitute consent if such assent is given by a person who, because of youth, mental disease, deficiency or impairment due to alcohol/drugs, is unable to make a reasonable judgement concerning the nature or harmfulness of the activity.

In all cases **NO** does mean No.

## **I. WHAT CAN YOU DO IF YOU ARE RAPED OR SEXUALLY ASSAULTED?**

- Get to a safe place as soon as possible.
- Preserve all physical evidence. Do not wash, use the toilet, or change clothing you were wearing at the time of the assault preserve clothing in a paper bag, not a plastic bag.
- Talk with a representative from the campus Counseling Center who will maintain confidentiality, help explain your options, give you information, and provide emotional support. On campus you can call the Counseling Center at (570) 208-5873, or off-campus, the Victim's Resource Center at (570) 823-0765.
- Contact the Campus Security and Safety Department by Dialing "O" from an in-house phone or (570) 208-5900 from an off-campus phone.
- Get medical attention as soon as possible. This is to ensure that you are physically okay and to collect important evidence in the event that you wish to take legal action down the road.
- Contact someone you trust, a close friend, a resident assistant, to be with you and support you through the various steps.

## **II. MEDICAL TREATMENT**

It is important to seek immediate medical attention for several reasons. First, to assess and treat any physical injuries you may have sustained. Second, to determine the risk of sexually transmitted diseases or pregnancy. Third, to gather evidence which would aid in criminal prosecution. Physical evidence should be collected immediately by qualified law enforcement personnel, preferably within the first 24 hours. It may be collected later than this, however, the quality and quantity of evidence may be diminished.

### **Immediate Emergency Services**

A special exam conducted by proper medical practitioners should be conducted as soon as possible following an assault to ensure you are physically okay and to collect evidence that may be used in criminal proceedings. Even if you have not been physically harmed, this special exam is recommended to maintain all legal options. After the evidence is collected, it may be stored by an emergency department physician or gynecologist. A nurse is present throughout the procedure and a support person of your choice can also be present.

NOTE: Ordinarily, the police will be contacted by hospital personnel

whenever they provide treatment for injuries resulting from a crime. If you seek treatment at a local hospital and the police are contacted, this does not mean that you have to proceed with criminal charges.

### **Transportation**

A member of the Student Affairs Staff will make the necessary arrangements to transport sexual assault survivors to the hospital.

### **Non-Emergency Medical Procedures**

Even if evidence has not been collected at the hospital, it is still important to get medical attention. An exam in this case will include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. This non-emergency treatment can be arranged on campus by calling the Student Health Center at (570) 208-5852. The Centers' hours are 8:30 a.m. - 4:30 p.m., Monday through Friday, when classes are in session.

## **III. COUNSELING AND EMOTIONAL SUPPORT**

### **On Campus**

The King's College Counseling Center provides emotional support and counseling for its students. All students have access to qualified and competent professionals who are capable of providing them with short-term equitable, sensitive, and confidential support. The counseling services are provided at no charge to the student in a comfortable and private office environment on the 6th floor of the Administration building.

To arrange an appointment with a counselor, please call (570) 208-5873 or dial extension 5873 from an in-house phone. For emergencies after regular business hours (8:30 a.m. - 4:30 p.m.), please contact the college switchboard at (570) 208-5900 for assistance.

### **Off-Campus**

The Luzerne County Victim's Resource Center is a local rape crisis center with a 24-hour emergency hotline, (570) 829-1341. Trained personnel can provide information and confidential counseling to those who have been sexually assaulted. The Victim's Resource Center also provides medical and legal accompaniment and offers support groups for survivors of rape, incest, and other forms of sexual abuse.

## **IV. REPORTING TO COLLEGE SECURITY AND SAFETY**

This can be done immediately following an incident by calling the switchboard at (570) 208-5900. If you decide at a later date to report an incident that recently took place, you can call Campus Security and Safety by calling (570) 208-5926 (Director's Office) or (570) 208-5900 (ask for the officer on duty). The purpose of reporting to Campus Security and Safety is to:

1. Obtain the necessary medical assistance and emotional support.
2. Protect yourself and others from future victimization.
3. Apprehend the assailant.
4. In some way seek justice for the wrong done to you.

If you choose to report the incident, a security officer or a pair of security officers will take a statement from you regarding what happened. They will ask you to describe the assailant(s) if you do not know them or identify them if you are acquainted. They may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview.

NOTE: Reporting the incident is a separate step from choosing to prosecute. When you file a report, you are not obligated to continue with legal proceedings or college disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point. (For more details refer to your Student Handbook, Guide for Students Concerning Rape, Sexual Assault, or Acquaintance Rape.)

The Campus Security and Safety Department is required by law to contact the local police any time a crime has been committed. The Campus Security and Safety Department will give the city police a copy of their report or if you are thinking of filing a criminal complaint, they may ask a local police detective to be a part of the interview process. This does not mean you have to proceed with criminal charges. You can request that your identity be kept confidential.

## **V. COLLEGE DISCIPLINARY ACTION**

If you have been assaulted by another student or group of students and are considering college action, you are encouraged to discuss the matter with the Associate Vice President of Student Affairs and Dean of Students, who is the college's administrative hearing officer. This will allow you the opportunity to review procedures should you decide to file a formal

complaint through the college's judicial system. This discussion does not obligate you to pursue official action.

If you are willing to take part in the college adjudication process, you should contact the Associate Vice President of Student Affairs and Dean of Students. Charges may either be filed by you or by the College on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the College's Student Conduct Code. Assaultants could be subject to disciplinary action pending review by the College judicial system. For more details on these proceedings, consult the Student Handbook.

At your request, the Associate Vice President for Student Affairs and Dean of Students may make special provisions for you to have temporary alternate campus housing during the period of the investigation and adjudication. Other special support can also be provided on request.

## **VI. CRIMINAL INVESTIGATION AND CHARGES**

If you want to press criminal charges regarding the incident, the Wilkes-Barre City Police will be contacted depending on the location of the crime.

In most instances, if you have contacted the Campus Security and Safety Department, they will have notified the appropriate authorities. Depending on the timing of your report and your preference, it may be possible for you to make a statement in the presence of both the College security and local police. Be advised, any questioning can be difficult and it is not something you have to go through alone. Remember, you may request that a support person be with you during police interviews.

If it is possible for the assailant to be apprehended, the suspect will be taken by police before the local district magistrate and charged with the appropriate offenses at a preliminary arraignment. You do not need to be present during this proceeding. The assailant may be jailed or released on bail depending on the circumstances of the crime. One of the conditions of bail is usually that the suspect not try to contact you. If you are contacted by the assailant or feel threatened in any way, you should immediately call the police. Bail can be revoked and other charges filed if necessary.

A lawyer from the local District Attorney's Office will represent you without cost throughout the criminal proceedings. You may also wish to speak with your personal or family attorney for legal advice.

## VII. ANONYMOUS REPORTING

If you are assaulted and at this time do not want to pursue action within the College system or the criminal justice system, you may still want to consider having an anonymous report made. With your permission, a member of the Counseling Center or Victim's Resource Center can report the details of the incident to the Security Services Department and/or other appropriate college officials without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential while taking steps to ensure future safety for you and others. With such information, the College can keep accurate records about the number of incidents involving students, determine whether there is a pattern of assaults with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

## VIII. PREVENTION TIPS

- Be clear and honest in your communication about your limits and sex.
- Say “no” and mean “no” — or don't say it.
- Trust your instincts — if uncertain about someone, be very cautious about dating them.
- Non-verbal behavior can be interpreted differently than intended (but that does not mean that it was the victim's fault should a rape occur).
- Don't drink or use other drugs on dates (one's vulnerability rises dramatically).
- Forced sex is never okay — it is **always** rape!
- “No” means “no”; not “maybe”, or “I want you to be more assertive”.
- Take responsibility for your own limits and actions: don't let others decide what's right for you.
- Spending money on someone, previous sexual intercourse, petting, and long time dating, do not obligate a person to have sex with anyone.
- Don't talk, or encourage others to talk, in a macho way or tell jokes belittling others or sex — You are contributing to the problem if you do.
- Being under the influence of drugs or alcohol is not an excuse for rape.

## **IX. UNDERSTANDING THE SURVIVOR OF SEXUAL ASSAULT**

Survivors of sexual violence experience many feelings: confusion, denial, shock, fear, self-blame, embarrassment, helplessness. These feelings are normal. But, at times, these last a lifetime if not addressed and resolved.

## **X. SURVIVORS NEED TO...**

- Seriously consider obtaining medical help
- Feel safe
- Be believed
- Know it was not his/her fault (no one deserves to be raped)
- Experience control of his/her life again

## **RESOURCES**

On-Campus Emergency:	“0”
Off-Campus Emergency: (Switchboard)	(570) 208-5900
Security Officer:	(570) 208-5926

## **Medical Treatment**

Student Health Center, Hafey-Marian Hall (Monday - Friday, 8:30 a.m. - 4:30 p.m.)	(570) 208-5852
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## **Emergency Department**

Wilkes-Barre General Hospital, N. River Street, Wilkes-Barre, PA 18764 (24 hours)	(570) 829-8111
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## **Police and Legal Information**

King’s College Security Services Department Luksic Hall - Lower Level Non-Emergency Director’s Office Officer’s Room Emergency	  (570) 208-5926 (570) 208-5927 (570) 208-5900
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Wilkes-Barre Police, 15 N. Washington Street, Wilkes-Barre, PA 18701 Information Emergency	  (570) 826-8106 911
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District Attorney’s Office, Luzerne County Courthouse, N. River Street, Wilkes-Barre, PA 18711	(570) 825-1674
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## **Sex Offender Registration and Related Information**

The Federal Campus Sex Crimes Prevention Act Of 2000 was enacted on October 28, 2002. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in the state at which the person is employed, carries a vocation, or is a student.

Members of the general public or the College community may request information concerning sexually violent predators by contacting the Wilkes-Barre Police Department at (570) 826-8106 or the Pennsylvania State Police at 866-771-3170 or (570) 826-5460. Notice concerning sexually violent predators is also available over the internet at the Sexually Violent Predators listing page of the Pennsylvania State Police website at [www.meganslaw.state.pa.us](http://www.meganslaw.state.pa.us).

## **Emotional Support**

Counseling Center, 6th Floor, Administration Building  
(570) 208-5873

Residence Life Staff, Sheehy-Farmer Campus Center  
(570) 208-5856

Campus Ministry, Chapel of Christ the King  
(570) 208-5890

Victim's Resource Center, 68 S. Franklin Street,  
Wilkes-Barre, PA 18702  
(570) 823-0765

Help Line (24 Hours)  
(570) 829-1341

## **Student Affairs Office**

Associate Vice President of Student Affairs/  
Administrative Hearing Officer  
(570) 208-5875

## STATEMENT OF SURVIVORS RIGHTS

King's College recognizes that sexual assault and rape are offenses in which the survivor often feels powerless. The victim will be assured that they have the following rights throughout the trauma of being an assault survivor in our community:

1. The survivor will have the power to make decisions affecting her/his medical and emotional treatment.

2. The survivor will have control over making decisions regarding legal prosecution and disciplinary action.

3. The survivor will decide who is notified outside the protocol, established by the College including notification of parents (except in the case of a minor victim).

4. The survivor will receive support from the College in obtaining needed counseling and support.

5. The survivor will be aided by the College in obtaining a living environment that is safe and secure.

6. The survivor will be assured of confidentiality within the protocol followed by the College.

7. The survivor will have the following rights within the College disciplinary system:

- a. to have an advisor present of his/her choice;
- b. to remain present during the hearing;
- c. not to have prior sexual history discussed during the hearing;
- d. to have a victim impact statement entered as testimony;
- e. to be informed of the outcome of the hearing.

For further information, contact the Associate Vice President for Student Affairs/Dean of Students Office, John Lane House.

## **NOTICE OF NON-DISCRIMINATORY POLICY**

King's College is committed to equal opportunity in: the admission of students, the administration of educational programs and activities for employees and applicants for employment, without discrimination based on race, national, or ethnic origin, religion, gender, marital status, sexual orientation, age or disability, in accordance with applicable laws.

The College supports the Ethnic Intimidation Act of 1982 of the Commonwealth of Pennsylvania, which provides additional penalties for the commission of illegal acts of intimidation when such actions are motivated by hatred of the victim's race, color, religious or national origin. Illegal acts of intimidation due to the victim's physical ability, ethnic, racial, gender, sexual orientation and creed are contrary to the Mission of King's College and our Catholic tradition. Such offenses are major offenses of the College Student Code of Conduct and will be dealt with severely. In accordance with the Higher Education Amendments of 1998, King's College reports all on-campus hate crime incidents in the annual Campus Crime Statistics Report.

It is the policy of King's College to enforce the provisions of Title VII of the Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972; the Equal Pay Act of 1963 as amended by the Education Amendments of 1972 (Higher Education Act); Title IX of the Education Amendments of 1972 (Higher Education Act) Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

# CAMPUS SECURITY AND SAFETY STATISTICS

## 2008 FIRE SAFETY INFORMATION

Nature of Incidents	Total Number of Incidents	Campus Residence Halls					
		Holy Cross Hall	Flood Hall	Esseff Hall	Luksic Hall	John Lane House	Alumni Hall
Scheduled Fire Drills WBFD/ KING'S	12	2	2	2	2	2	2
Fire Alarms Incident of Death, Injury	0	0	0	0	0	0	0
Fire Alarms Incident of Fire	0	0	0	0	0	1	0
False Fire Alarms*	22	6	0	8	0	0	8
Fire Alarm Accidental Trip	0	0	0	0	0	0	0
Fire Alarms Performance Test	6	1	1	1	1	1	1
Fire Alarms Malfunction	9	7	0	1	0	0	1

\*Smoke Only

## **FIRE DRILLS AND FIRE ALARM TESTING**

**Fire Drills:** are conducted once each semester (fall and spring) in conjunction with the Office of Residence Life, Campus Security and Safety Department and the Wilkes-Barre City Fire Department. Fire drills are conducted within the two weeks of the beginning of the semesters. The Director of Security arranges scheduled fire drills with the Wilkes-Barre City Fire Department and Director of Residence Life. In addition, the Wilkes-Barre City Fire Department conducts random fire drills and fire safety inspections of all campus residence halls through the academic year. Wilkes-Barre City Fire Department coordinates random fire drills and fire safety inspections with the Director of Campus Security and Safety Department or Associate Vice President of Student Affairs.

**Fire Alarm Testing:** is conducted no less than once a year by the Buildings and Grounds Staff or an outside company. The Director of Building and Grounds will notify the director and the Assistant Director of Residence Life in advance of the testing. Alarm testing should not occur during the fall or spring semester.

## **FIRE SAFETY SYSTEMS IN RESIDENCE HALLS**

The following residence halls, **Holy Cross Hall, Esseff Hall, Gateway Corners, Luksic Hall, Flood Hall, Alumni Hall, 187 N. Franklin Street, and John Lane House** are equipped with audible fire alarms, fire sprinklers in each room, smoke and heat fire alarms, and dry chemical fire extinguishers through the residence halls. All residence halls comply with all American Disability Act, Labor and Industry, and municipal fire safety requirements or exceeds standards.

### **Fire**

All fires should be reported immediately to the King's College Switchboard (570) 208-5900 or by dialing 0 from any on campus telephone. It is the switchboard operator's responsibility to notify the security officers on duty of the situation, who in turn will proceed to the fire location.

## **EVACUATION OF RESIDENCE HALL**

**Students are required to evacuate residence halls anytime the fire alarm sounds. Evacuation Notices with Evacuation Routes** are posted on the inside door of all rooms of residence halls. The following steps should be taken to assure that an orderly and efficient evacuation takes place:

- Upon the sounding of a fire alarm, make sure all windows and doors are closed when leaving the room. (This helps to eliminate the oxygen needed to support combustion and the wind currents to spread fire. Also, by closing the room door the fire will become compartmentalized and hopefully contained to its area or origin.)

- Immediately move to the nearest exit and leave the building. (If your primary escape route is blocked by fire, know and use the secondary exit. When exiting by normal means if impossible you should return to your room and place something under the door to block smoke and go to the window where you can be seen and wait to be rescued.)

- Once outside the building, move to an area of safety where all supervisors, staff and security personnel can conduct a count to determine if everyone is out of the building. (This will greatly help to eliminate the possibility of anyone having to re-enter the building to conduct an unneeded search.)

- **If you should see smoke or smell smoke at any point during a fire alarm, exit the building immediately, then inform the Campus Security and Safety Department or the College Switchboard.**

- The building should not be re-entered until the danger has cleared and the building has been evacuated by the staff. Campus Security and Safety Department, in consultation with fire department (if called) and the residence life staff, will determine when the building is to be re-entered.

- Students are not permitted to return to the building until security personnel has cleared and checked the building and reset the fire alarm system.

**The use of space heaters, large electrical appliance, hot plates, burning of candles and incense are prohibited and in violation of college policy.**

**Smoking in all residence hall rooms is prohibited and in violation of college policy.**

**Everyone is required to evacuate a building at the time of a fire alarm. Failure to evacuate when the fire alarm sounds is a violation of college regulations. Disciplinary action and a fine may be imposed for violations.**

**CAUSING A FALSE FIRE ALARM OR FIRE WILL  
RESULT IN SUSPENSION FROM THE COLLEGE.**

## ANNUAL UNIFORM CRIME REPORT 2008

### PART I

	Offenses Reported	Unfounded	Actual Offenses	Offenses Cleared	Cleared Under 18
<i>As of 12/31/2006</i>					
<i>Offenses</i>					
01 Murder					
02 Rape					
03 Robbery					
04 Assault	1		1		
05 Burglary	1		1		
06 Theft	46		46	11	
07 Vehicular Theft					
09 Arson					
<b>TOTAL PART I</b>	<b>48</b>		<b>48</b>	<b>11</b>	<b>0</b>

### PART II

	Offenses Reported	Unfounded	Actual Offenses	Offenses Cleared	Cleared Under 18
<i>Offenses</i>					
100 Forgery	1		1	1	
110 Fraud					
120 Embezzlement					
130 Stolen Property					
140 Vandalism	38		38	7	
150 Weapons	1		1	1	
160 Prostitution					
170 Sex Offenses					
180 Drugs	9	4	5	3	
18F Marijuana	9	4	5	3	
18H Other					
190 Gambling					
200 Offenses/Family					
210 DUI					
220 Liquor	225	23	202	200	
230 Drunkenness	1		1	1	
240 Disorderly Conduct	32	7	25	23	
260 All Other	6		6	4	
<b>TOTAL PART II</b>	<b>313</b>	<b>34</b>	<b>279</b>	<b>240</b>	

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<b>GRAND TOTAL</b>	<b>361</b>	<b>34</b>	<b>327</b>	<b>251</b>	
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KING'S COLLEGE  
 COLLEGE AND UNIVERSITY SECURITY ACT\*  
 SECURITY SERVICES DEPARTMENT  
 STATISTICAL REPORTS 2006 - 2008

Part I Offense	Reported			Unfounded			Actual			Cleared		
	06	07	08	06	067	08	06	07	08	06	07	08
Criminal Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	1	0	0	1	0	0
Assault Rape Attempts	0	0	0	0	0	0	0	0	0	0	0	0
Aquaintance Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	1	0	0	0
Assault	14	1	1	0	0	0	14	1	1	5	0	0
Burglary	5	0	1	0	0	0	5	0	1	1	0	0
Larceny - Theft	59	35	46	0	0	0	59	35	46	3	9	11
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTALS, PART I	78	37	48	0	0	0	78	37	48	9	9	11

Part II Offenses	Reported			Unfounded			Actual			Cleared		
	06	07	08	06	07	08	06	07	08	06	07	08
Forgery	0	2	0	0	0	0	0	2	0	0	1	0
Fraud	0	0	1	0	0	0	0	0	1	0	0	1
Stolen Property	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	2	1	0	0	0	0	2	1	0	0	0	0
Vandalism	100	57	38	1	0	0	99	57	38	2	9	7
Weapons	0	0	1	0	0	0	0	0	1	0	0	1
Drugs	9	8	9	0	0	4	9	8	5	7	8	3
DUI	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Laws	102	105	225	0	0	23	102	105	222	94	100	200
Drunkenness	9	10	1	0	0	0	9	10	1	9	10	1
Disorderly Conduct	17	29	32	0	1	7	17	29	25	6	23	23
Other Offenses (except Traffic)	<u>29</u>	<u>6</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>29</u>	<u>6</u>	<u>6</u>	<u>14</u>	<u>3</u>	<u>4</u>
TOTALS, PART II	344	218	313	1	1	34	343	218	279	141	157	240

\*Act 73, the College and University Security Information Act, requires that the Crime on Campus be reported annually by the College's Security Department to the Pennsylvania State Police and that they be published and distributed to all staff and students.

Population	MAIN CAMPUS			NON-CAMPUS			PUBLIC PROPERTY			TOTAL														
	2008		2007		2006		2008		2007		2006		2008		2007		2006							
	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER						
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Forcible Sex	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1						
Non-Forcible Sex	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Robbery	0	0	1	0	0	2	0	0	0	0	1	0	0	0	0	0	0	2						
Aggravated Assault	0	1	0	0	0	2	0	0	0	0	2	0	0	2	0	0	2	2						
Burglary	13	5	4	0	8	0	1	0	0	0	0	0	0	0	0	19	4	8						
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Offense Type	NUMBER OF ARRESTS / REFERRALS FOR SELECT OFFENSES																							
	2008		2007		2006		2008		2007		2006		2008		2007		2006		2008		2007		2006	
	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER	RES	OTHER
Liquor Law Violation	0	0	2	94	53	45	0	0	0	0	0	0	0	0	17	4	0	0	0	111	98			
Arrest	1	1	0	0	0	2	32	0	0	2	13	2	36	13	2	2	0	0	0	0	0	0	0	
Referral	186	9	0	94	53	43	4	0	0	9	4	2	208	98	96									
Drug Law Violation	0	0	0	9	5	2	0	0	0	0	0	2	0	0	0	2	0	0	0	9	7			
Arrest	2	0	2	0	1	2	0	0	0	0	0	0	2	2	0	0	0	0	0	2	2	3		
Referral	9	0	7	0	4	0	0	0	0	0	0	0	9	7	4									
Weapons Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Referral	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	