

## Campus' Commitment to Safety

The following statements and policies have been developed by the Hazleton Campus Administration in response to a genuine concern for the safety and well being of the entire campus community. The information is made available to all new students. Also, the policy will be reprinted annually in the student newspaper to remind everyone of the campus' commitment to safety.

The Hazleton Campus is a small educational institution located in suburban Hazleton in northeastern Pennsylvania. The campus is home to 357 undergraduate students who reside in the residence halls and apartments on campus. The remainder of the 1,052 undergraduate students reside in the region surrounding the campus. The university has 87 academic and staff support personnel at Hazleton for the education, research and recreation activities which take place at this campus.

The Security operation is responsible to the Director of Business Services and has one Community Service Officer and two Patrol Officers who provide service 16 hours a day. The community Service Officer and Patrol Officers at Hazleton are required to have a high school diploma. The Community Service Officer must complete the training course required of all municipal police officers in the Commonwealth. All officers are provided with annual in-service training. This in-service training is directed toward the needs of the campus. The Community Service Officer is commissioned by the Commonwealth of Pennsylvania under state statute. The relationship maintained by Security with the local police is one of cooperation. This cooperation includes joint radio systems.

Minor criminal incidents are investigated by the Community Service Officer. Serious criminal incidents are referred to the Pennsylvania State Police for investigation.

At Hazleton, the office buildings are open from 8 A.M. until 5 P.M. and the academic buildings are generally open from 7 A.M. until 11 P.M. These facilities are intended for use by students, employees and guests of the University. Access to an individual classroom, of course, is limited to those enrolled in the course. Likewise, access to most programs is limited to those who are enrolled in the program. Access to the University residence halls are limited to the residents and their invited guests by posted signs at the

living areas.

To make it as convenient as possible for students, employees and guests to report criminal or other unusual incidents, most telephones in offices and resident rooms have a list of emergency numbers on the telephone or near the door with numbers for police, fire and ambulance.

The use, possession and distribution of beverages containing alcohol on University property must comply with the laws of the Commonwealth of Pennsylvania and University policies and rules. Misconduct that may result in disciplinary action and penalties, which may include separation from the University, include:

a.) The Purchase, consumption, possession or transportation of beverage alcohol by anyone under the age of 21.

b.) The furnishing of beverage alcohol to anyone under 21 years of age.

c.) The possession of beverage alcohol in residence hall rooms. In compliance with the University policy regarding beverages containing alcohol, the possession of alcohol in residence halls of the Hazleton Campus is prohibited. The prohibition pertains to any student regardless of age who resides in the Hazleton Campus residence halls. Failure to comply with this policy will result in disciplinary action. Please refer to the University Policies and Rules Handbook (pp 44-45) for further information regarding this policy.

d.) The purchase, service, possession or use of beverage alcohol by any undergraduate registered student organization on the premises.

Penn State does not condone the medically unsupervised use, possession, sale, manufacture or distribution of drugs that are illegal, that may involve medical or psychological hazards to the individual, or that may lead to interference with the rights or privileges of others. When such activity occurs on campus, the University will initiate appropriate measures which may include disciplinary action.

The use, possession, or carrying of firearms, hand billies, dirk knife or other dangerous knives, explosives, or other dangerous weapons while on University owned or controlled property, or at University sponsored or supervised activities is not permitted. The only exception is for authorized law enforcement officers or other persons specifically authorized by the University. Officers at this campus do not routinely carry

firearms.

To provide for the safety of the members of the University community and the institution's property, Penn State has set minimum standards of conduct for members of the community and for those seeking admission into that community. A pre-admission review is required when known facts suggest an applicant's behavior may, as a student, endanger the health and safety of the University community members, jeopardize the property of the University or its members and visitors, or adversely effect the educational mission of the University. Many employees of the University have their backgrounds checked for criminal convictions prior to employment and the employment application specifically asks employees if they have ever been convicted of a crime other than a minor traffic violation. A conviction for a serious crime is grounds for immediate discharge.

University facilities are maintained in good operating condition. The security of academic and office buildings is given consistent attention in the interest of students, staff and faculty. The personnel have access to buildings for study, work or teaching activities, but not unrelated functions. To this end, those who have a need are issued keys to the exteriors of the building, but the need for such a key must be demonstrated. Landscaping and outdoor lighting on the campus is designed in consideration of security, and with the attempt to provide pedestrians peace of mind. Sidewalks are designed to provide well-traveled lighted routes from parking areas to buildings and from building to building. Grounds-keeping personnel trim shrubs from sidewalks, walkways and building entrances to provide a well lighted route to buildings. All campus walkways are inspected at least twice annually to ensure that there is an adequate level of lighting. Lights which burn out are promptly replaced.

As needs are identified, new sidewalks are installed to provide adequate pedestrian routes. New street lights and pedestrian walkway lights are added as new parking and walk areas are developed or as roadways are changed and play fields are relocated.

At the Hazleton Campus, assignments to residence hall rooms are made on a first-come, first-served basis. The total number of living accommodations available to undergraduate students at Hazleton is 357.

Changes in room assignment are possible and are granted for a

number of reasons such as:

a.) Medical (with appropriate documentation)

b) Emergency (after discussion with residence hall staff)

c.) Direct room exchange (change of assignment with another student of the same sex)

Only residents and their guests are permitted in the living areas of the residence halls. It is the resident's responsibility to ensure that his/her guest is aware of the University and residence hall policies.

It is each resident and staff member's responsibility to challenge or report individuals who cannot be identified as a resident or the guest of a resident. Upon report of an unescorted person in a residence hall to Security, an officer will be sent to identify that person.

At Hazleton, men and women live in the same residence hall on separate sides of the building with lobby area in between. The residence hall is locked daily between midnight and 8:00 A.M.. A security night receptionist is stationed in the lobby of the residence hall to monitor persons entering the hall during evening hours. The residence hall is supervised by a live-in professional staff member and a pair of professionals who are undergraduate students and known as "resident assistants." All levels of staff are selected and trained regarding their responsibilities.

At the beginning of each semester, a resident assistant discusses policies and procedures including those which pertain to safety and security with the residents of an assigned area of the residence hall. Students have access to policies and rules for students and terms, conditions and regulations of the housing contract, which describe various housing and security regulations and their enforcement.

The residence hall and apartment exterior doors are equipped with locks and emergency exits have crash bars to ensure egress. Rooms and apartments at Hazleton are equipped with dead bolt locks and all windows in student rooms are lockable.

When these facilities are occupied by adults enrolled in Continuing Education programs, the exterior doors are locked at midnight.

Crime Statistics are published annually by the U.S. Department of Justice, Crime In the United States, and are available by writing to University Safety, 316 Grange Building, University Park, PA 16802.

These policies and procedures are subject to change at any time.

Revised: January 25, 1989.