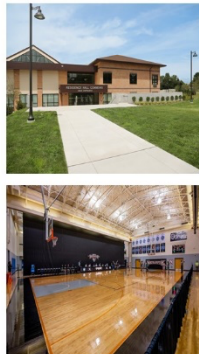
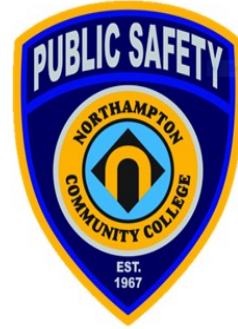


NORTHAMPTON COMMUNITY COLLEGE

2024

ANNUAL SECURITY AND FIRE SAFETY REPORT

Information for 2024-2025 Academic Year and crime statistics for 2021, 2022, and 2023



THIS ANNUAL SECURITY AND FIRE REPORT APPLIES TO THE FOLLOWING CAMPUSES:

Bethlehem Campus-Pocono Campus- Fowler Center

(Unless otherwise noted, all policy statements and procedures mentioned in this document apply to all campuses)

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Notice of Non-Discrimination Policy

NCC does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, ancestry, gender, gender identity, sex, sexual orientation, or based on an individual's actual or perceived disability, or on a person's association with a person with a disability. The Director of Human Resources has been designated to handle inquiries regarding the College's non-discrimination policies, to accept discrimination/harassment complaints from members of the college community, and to monitor the institution's compliance with state and federal non-discrimination laws and regulations. All inquiries should be directed to:

Brian Shegina, Director of Human Resources
 Kopecek Hall – 2nd Floor
 Northampton Community College
 Bethlehem, PA 180202

bshegina@northampton.edu
 610-3321-6394

Hello!

Northampton Community College is concerned about the safety and welfare of all individuals who study, work, and visit our campus sites. We believe that every student, employee and visitor has the right to be part of an environment which is safe and does not tolerate misconduct. The mission of the Department of Public Safety is to provide a safe learning and working environment for our campus community through respectful, courteous and professional service.

The Department of Public Safety is responsible for policy enforcement, security and emergency response on the campus, and is guided by our department values of *PROFESSIONALISM, INTEGRITY, RESPECT, EXCELLENCE, COMMUNITY and EQUALITY*. The Department is under the leadership of the Chief of Public Safety, and reports to the Vice President of Administrative Affairs. The department is open and staffed 24 hours a day/7 days a week at the Bethlehem Campus, and during normal operational hours at the Pocono and Fowler campuses. The department is staffed by ten full-time officers, fifteen part-time officers, an administrative assistant and one part-time dispatcher. Our officers patrol all campuses day and night by foot and car, covering over 27 buildings, including student housing, spread out over 270 acres.

To be successful in providing the highest degree of public safety services on the campus, it is important that community members follow good safety practices and understand that safety is a shared responsibility. This includes using our escort service, locking your valuables, and reporting suspicious/criminal activities. The Department of Public Safety takes a leadership role in this area, and includes educational programs on campus safety, preventative patrols, incident investigation, crime reporting, fire safety and prevention, crime prevention, and community-policing. Our Public Safety Officers are Act 235 certified and are certified to carry firearms. They receive over 56 hours of training in firearms, use of force and Active Attackers. Full-time uniformed supervisors and patrol officers are required to be Red Cross-trained as emergency medical responders, which includes first aid, CPR and the use of an AED.

This publication is intended to provide you with information on educational programs, safety practices, crime statistics, and policies regarding the reporting of emergencies and campus crime rates. It is the primary objective of the Department of Public Safety to work collaboratively with campus community members in our collective efforts to continually enhance the safety of the campus environment, thereby affording opportunities for community members to work, live, study, and personally and professionally develop both intellectually and socially. Should you have questions, comments, or suggestions regarding the information contained within this publication or any related public safety policies, procedures, or operations, please feel free to contact the Chief of Public Safety at (610)-861-5588. With this in mind, the following information has been prepared so that the entire college community is aware of campus safety measures and crime statistics. This information conforms to both state and federal reporting requirements.

Respectfully,



Keith A. Morris
Chief of Public Safety



CRIME / EMERGENCY REPORTING AND COLLEGE RESPONSE

All campus community members - students, faculty, staff, and guests - are encouraged to report all criminal actions, emergencies, suspicious behavior or other public safety related incidents occurring on campus, on public property running through or immediately adjacent to the campus, or in other property that is owned or controlled by Northampton Community College (NCC) to the NCC Department of Public Safety in an accurate, prompt, and timely manner by calling:

CAMPUS	PHONE NUMBER
Bethlehem Campus Public Safety	610-861-5588
Pocono Campus Public Safety	570-369-1911
Fowler Campus Public Safety	484-390-3240

A person reporting a crime to the Department of Public Safety also has the right to report the crime to the local police agency that has jurisdiction of the campus. The Department of Public Safety regularly discusses this option with victims of a crime and will assist the victim with that process.

Individuals also have the right to report directly to the local police agency and not notify the public safety department. A list of agencies and contact information is below. Any emergency can also be reported by dialing 911.

CAMPUS	LOCAL POLICE AGENCY	NON-EMERGENCY NUMBER
Bethlehem Campus	Bethlehem Township Police	(610) 814-6410
Pocono Campus	Pocono Township Police	(570) 629-7200
Fowler Campus	City of Bethlehem Police	(610) 865-7187

The College's Clery geography includes:

On-Campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and is frequently used by students, and supports institutional purposes.

Residence Halls – Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

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

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

The Department of Public Safety strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures Public Safety is able to evaluate, consider and send timely warning reports, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure. Northampton Community College further encourages accurate and prompt reporting to the Department of Public Safety and/or the local police when the victim of a crime elects to, or is unable to, make such a report. This publication focuses on the Department of Public Safety because it has primary responsibility for patrolling the Northampton Community College campus and it has been designated as the institution’s primary reporting structure for crimes and emergencies. There are a number of ways for campus community member to report a crime, serious incidents or other emergencies:

Official	Campus Address	Phone Number
Public Safety–Bethlehem	3835 Green Pond Road, Bethlehem Township, PA 18020	610-861-5588
Public Safety – Pocono	2411 Route 715, Tannersville, PA 18372	570-369-1911
Public Safety – Fowler	511 E. 3 rd St., Bethlehem, PA 18015	484-390-3240
Title IX Coordinator	HR – Kopecek Hall 2 nd Floor	610-861-4558
Human Resources	Kopecek Hall – 2 nd Floor	610-861-5460
Student Conduct	College Center – Room 200	610-332-6075

Response to Reports

The Department of Public Safety headquarters answers campus community calls for all campuses 24 hours a day/7 days a week. Public Safety procedures require an immediate response to emergency calls, and the department works closely with a full range of local, county and state resources to assure a complete and timely response to all emergency calls. The Department of Public Safety responds to all reports of crimes and/or emergencies that occur on-campus, adjacent to campus within its public property reporting area, or within a campus-controlled, -owned, -operated, and/or -recognized facility, building, residence hall, or area. Public Safety personnel also have the ability to notify Northampton County dispatchers of emergency situations occurring on-campus.

In response to a call, the Department of Public Safety will take the required action, either dispatching an officer, calling the appropriate local police department for assistance or asking the victim to report to the Department of Public Safety to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All Department of Public Safety incident reports are forwarded to the Office of Student Conduct for potential action, as appropriate. The Department of Public Safety will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Conduct. If assistance is required from the local police department or the local fire department, the Department of Public Safety will contact the appropriate unit.

To obtain information or request any public safety services, community members should call (610)-861-5588. Located throughout campus are well-marked exterior phones. These phones provide a direct line to the Department of Public Safety. When placing an emergency call, remember to stay on the line and wait for the dispatcher to end the call. These exterior phones should be used when seeking information and/or reporting

activities – to include criminal incidents. If a member of the community finds any of these phones inoperative or vandalized, they should notify the Department of Public Safety so that the phone can be repaired or replaced as quickly as possible.

If a sexual assault or rape should occur on campus, staff on scene, including the Department of Public Safety, will offer the victim a wide variety of resources and services. This publication contains information about on- and off-campus resources and services and is made available to the NCC community. The information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Northampton Community College.

As mentioned, crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Northampton Community College counseling center would not be known to the Department of Public Safety, a campus security authority (CSA), or other College official.

Online Incident Reporting Form

Crimes can also be reported through the College’s *See It Report It Stop It* online reporting form at: [See It Report It Stop It](#)

RESPONSIBILITY OF THE NCC CAMPUS COMMUNITY FOR THEIR OWN PERSONAL SAFETY

Safety at NCC is a shared responsibility and members of the campus community must assume responsibility for their own personal safety and the security of their personal property. Community members are also encouraged to assist others when possible. The following precautions provide guidance:

- Report all suspicious activity to public safety immediately. (*contact numbers on page 3*)
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the Department of Public Safety escort service.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- DO NOT PROP INTERIOR OR EXTERIOR DOORS.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Voluntary Confidential Reporting:

If crimes are never reported, little can be done to help prevent other members of the community from also being victimized. We encourage NCC community members to report crimes promptly and to participate in and support crime prevention efforts. We also encourage NCC community members to report crimes when the victim is unable

to make the report. The college community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the College or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report and Annual Fire Safety Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in those cases.

Pastoral and Professional Counselors

Campus “Pastoral Counselors” and “Professional Counselors,” when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Northampton Community College are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to the Department of Public Safety.

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

Individuals may make confidential reports to Pastoral Counselors and/or Professional Counselors assigned to the Counseling Center. Pastoral Counselors and Professional Counselors in their capacity and function do not make identifiable reports of incidents to the Official On-Campus Resources unless the student specifically requests them to do so; however, the College encourages counselors if and when they deem it appropriate, to inform students they can report incidents of crime to the Department of Public Safety, on a confidential basis for inclusion of the annual disclosure of crime statistics, or anonymously through the anonymous reporting process as outlined below.

Anonymous Reporting:

If you are interested in reporting a crime anonymously, you can utilize the college’s See It Report It Stop It online reporting form, which does provide an anonymous reporting option. The online form can be accessed here: [See It Report It Stop It](#). Typically, the origins of these reports will not be traced as to who submits the form, unless there is a risk to public safety.

While anonymous reporting is available, the College’s ability to investigate and appropriately address allegations of crime or misconduct will be significantly limited. Crimes reported confidentially to the counseling center or pastoral counselors are not disclosed in the College’s crime statistics or reporting processes, unless those crimes are reported to Public Safety through the facilitated anonymous reporting process.

Reporting to Other Campus Security Authorities: (CSA’S)

While the College encourages all campus community members to promptly report all crimes and other emergencies directly to the Department of Public Safety at 610-861-5588, or to 911, we also recognize that some may prefer to report to other individuals or University offices for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.

The Clery Act recognizes certain College officials and offices as “Campus Security Authorities” (CSAs). The Act defines these individuals, among other individuals, as “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the college has identified over 300 individual CSA’s, we officially identify the following as Primary CSA’s:

Official	Campus Address	Phone Number
Public Safety Officers – Bethlehem	3835 Green Pond Road, Bethlehem Township, PA 18020	610-861-5588
Public Safety Officers – Pocono	2411 Route 715, Tannersville, PA 18372	570-369-1911
Public Safety Officers – Fowler	511 E. 3 rd St., Bethlehem, PA 18015	484-390-3240
Title IX Coordinator	HR – Kopecek Hall 2 nd Floor	610-861-4558
Director of Human Resources	Kopecek Hall – 2 nd Floor	610-861-5460
Student Affairs <ul style="list-style-type: none"> • Dean of Students • Associate Dean of Student Life • Director of Student Life & Development 	College Center – Room 200	610-332-6075
Residence Life <ul style="list-style-type: none"> • Director of Housing • Associate Director of Residence Life • Resident Directors 	Residence Halls Commons	610-861-5324

STATISTICAL DISCLOSURE OF REPORTED INCIDENTS

Incidents reported to the Department of Public Safety that fall into one of the required reporting classifications as defined by the Clery Act and Pennsylvania Uniform Crime Reporting (UCR) Act will be disclosed as a statistic in the appropriate crime table within this annual security and fire safety report published by Public Safety.

OFF-CAMPUS CRIME

If any of the local police agencies are contacted about criminal activity off-campus involving a Northampton Community College student, the police may notify the Department of Public Safety. Students in these cases may be subject to arrest by the local police and college disciplinary proceedings through the Office of Student Affairs.

MONITORING AND RECORDING OF CRIMINAL ACTIVITY BY STUDENTS AT NON-CAMPUS LOCATIONS OF RECOGNIZED STUDENT ORGANIZATIONS

NCC does not have any officially recognized student organizations that own or control housing facilities outside of the NCC core campus. Therefore, local PD is not used to monitor and record criminal activity since there are Non-Campus locations of student organizations.

PUBLIC SAFETY AUTHORITY AND JURISDICTION

Public Safety Enforcement Authority:

The Department of Public Safety is responsible for providing security services for all of Northampton Community College campuses. Public Safety Officers and staff are responsible to NCC for the enforcement of College policies and Federal and State laws for campus administrative purposes only. Public Safety investigates campus criminal incidents for administrative purposes as they relate to its campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by the local police department or other law enforcement agency with jurisdiction.

Public Safety Arrest Authority:

Department of Public Safety personnel are non-sworn public safety personnel for Northampton Community College and have no official powers of arrest authority. The Department of Public Safety will summon support from the appropriate local law enforcement agency or other applicable law enforcement entities to affect an arrest on or within campus-owned, -controlled, -leased, or -recognized property.

Public Safety Jurisdiction:

Public Safety's jurisdiction encompasses on-campus property that includes campus residence halls, buildings, and/or facilities; designated non-campus long term properties and facilities that are within Bethlehem Township for main campus, Pocono Township for Pocono Campus, and the City of Bethlehem for Fowler Campus, and reasonably close to the main or core campus; public property adjacent to and accessible from on-campus property; and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities that are also within the previously listed jurisdictions.

Public Safety has no jurisdiction or enforcement authority outside of its identified Clery reporting geography – this includes areas and/or properties that are not owned, rented, leased, recognized or otherwise controlled by the College.

PUBLIC SAFETY'S WORKING RELATIONSHIP WITH LAW ENFORCEMENT AGENCIES

The Department of Public Safety maintains a close working relationship with the Bethlehem Township Police Department (Bethlehem campus), Pocono Township Police Department (Pocono Campus) and City of Bethlehem

Police Department (Fowler Campus), and other surrounding police or law enforcement agencies, at the local, state and federal level. Public Safety is comfortable with and capable of reaching out to these responsive law enforcement entities for support and assistance as it relates to the safety and security of each of the campuses.

Public Safety officers and local law enforcement officers communicate regularly on the scene of incidents that occur in and around the campus, and work closely with investigators when incidents arise that require joint communication efforts.

The Department of Public Safety presently has not entered into any MOU's regarding any topics, including the investigation of criminal incidents, with the listed agencies above.

SECURITY OF AND ACCESS TO COLLEGE FACILITIES

Academic and Administrative Buildings:

All of Northampton Community College campuses are open to the public. The majority of academic and administrative buildings are usually open during normal business hours (typically Monday through Friday, from 8am to 6pm, except holidays) and are typically secured during the late evening hours, depending upon special event scheduling and community usage. Each campus does have limited weekend hours. Library hours at each campus can fluctuate, but are typically open later for campus community access. Public Safety Officers regularly patrol the interior and exterior of all campus facilities. All sensitive lab areas require controlled access. Some labs may be accessed off hours by presenting a valid "Lab Pass" to a Public Safety Officer. Other "off hours" access arrangements may be made through the responsible academic division.

Residence Halls: (Bethlehem Campus only)

Access to the residence hall is restricted to only those NCC students that are residents and authorized staff. The residence hall operates under a computerized access control and security monitoring system, whereby an access card is required to enter the residence hall, or a key fob for an apartment.

A public safety officer is assigned to work and patrol the residence hall during the week from 7pm to 3am, enforcing both campus and residence hall policies. Residence Hall professionals and student staff, reside in the residence hall and also enforce policies and security measures.

Maintenance of Campus Facilities:

Northampton Community College facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The Department of Public Safety regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Campus community members can additionally report hazards directly to Facilities Management through an online service response reporting process. The campus' overall safety and security program is supplemented by a variety of technological systems including: access control; closed circuit television; emergency phones; and fire detection, suppression, and reporting systems. Other members of the College community are helpful when they report equipment problems to the Department of Public Safety or Facilities Management.

Security Awareness and Crime Prevention Programs

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Northampton Community College to inform students of good crime prevention and security awareness practices.

During the 2023-2024 academic year, Northampton CC offered approximately **20** crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call the Department of Public Safety to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at 610-861-5588.

As part of the department's community-oriented policing philosophy, the Department of Public Safety offers crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness, property protection strategies, Run Hide Fight Active Attacker Response and identity theft. Anyone interested in having a Public Safety Officer speak to his or her classroom or group should contact them at 610-861-5588.

Residents Crime Prevention and Campus Safety Programs:

- Crime Prevention and Safety Programs – Offered multiple times per year and as requested
 - Run- Hide –Fight - *active attacker and other emergencies*
 - Identity Theft
 - Campus Emergencies
- Residence Hall Safety – Offered 2 times a year to Residence Life Staff
 - How Safe is Your Home- *Introduction to Public Safety Officers, review Residence Hall safety information such as; emergency exit locations, alarm information.*
 - Fire Safety- *Review fire safety tips and how to use a fire extinguisher for students living in the Campus Apartments.*
- Welcome to Resident Hall Living – Offered 2 times a year
 - CSA training for RA's and CA's- *Describe what the responsibilities are as a CSA, link to video training*
 - Emergency information for Residents- *Emergency Exit locations, how to report campus crime and who to contact for help.*

NOTIFYING THE COLLEGE COMMUNITY ABOUT CRIMES

Timely Warnings:

In the event a crime is reported within the NCC Clery Geography (On Campus, Public Property and Noncampus property), that, in the judgment of the Chief of Public Safety, or designee, constitutes a serious or ongoing threat to members of the community, the College will issue a campus wide “Timely Warning” notice.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Major incidents of arson;
- aggravated assault; (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger NCC community);
- Murder/Non-Negligent Manslaughter;
- robbery; involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- A string of burglaries; or motor vehicle theft; that occur in reasonably close proximity to one another;
- sexual assault; (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Chief of Public Safety, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Other Clery crimes as determined necessary by the Chief of Public Safety, or his or her designee in his or her absence.

Timely Warning Notices are typically written and distributed by the Chief of Public Safety, or designee. In the event The Chief of Public Safety, or their designee, is not available, the Timely Warning Notice may be written and distributed by a representative of the Marketing & Communications Department.

Timely Warning Notices will be issued to the campus community via email blast to all NCC assigned email accounts. The Department of Public Safety may also distribute these timely warnings using some or all of the following methods of communication: but not limited to emails, posters, web postings, and media. The College also has the ability to send text message alerts to those who register their cell phone numbers.

The purpose of a Timely Warning is to notify the campus community of the incident in a timely manner and to provide information that may enable the community to take steps to protect themselves from similar incidents. The message will not include names of victims, which will be held confidential. The College will issue Timely Warnings considering on a case-by-case basis the following criteria: (1) one of the above listed crimes are reported; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the safety of other members of the campus community because of this crime. An institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. The College may also issue an alert in other circumstances, which may pose a significant threat to the campus community. At NCC, the Chief of Public Safety will generally make the determination, in consultation with other college offices, if a Timely Warning is required. For incidents involving off-campus crimes, the College may issue a Timely Warning if the crime occurred in a location used and frequented by the college population.

Emergency (Immediate) Notification:

Northampton Community College is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus that poses an immediate threat to the health and safety of campus community members. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Individuals can report emergencies occurring at Northampton Community College by calling the Department of Public Safety at 610-861-5588 or by dialing 911.

In the event of an emergency, NCC will initiate and provide, without delay, immediately notifications to the appropriate segment(s) of the NCC community upon confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

When on-duty Public Safety officers become aware of a situation that may warrant the issuing of an immediate notification, the on-duty Public Safety Officer confirms (through response, investigation, or collaboration with emergency responders, campus administrators and/or national weather center) that there is a significant emergency and then immediately contacts the Chief of Public Safety or designee, in conjunction with other College administrators, local first responders, Public Health Officials and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the NCC community. The Chief of Public Safety and Marketing & Communications will then collaborate to determine the content of the message, and will use some or all of the systems described below to communicate the threat to the NCC community or to the appropriate segment or segments of the campus community, if the threat is limited to a particular building or segment of the population.

Generally, due to the transient nature of our faculty, staff and students across our three campuses, emergency notifications will be sent to all segments of the campus community at all three campuses in order to ensure someone travelling to another campus can avoid the emergency. However, if it is determined that the emergency truly only affects one particular campus or segment, then the notification will be sent to the campus directly affected.

The Chief of Public Safety or designee has the ability and authority to issue the immediate notification without delay and without further consultation with any other College official. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to take action. The College will endeavor to make such notification sufficiently specific so as to enable recipients to take an appropriate response to the threat. In situations lacking the presence of an imminent threat, the Chief of Public Safety or designee consults with the President, Vice President for Administrative Affairs, and/or other college offices, prior to a notification being issued.

NCC uses the emergency notification system, Omnilert, to provide alerts, along with the mass notification system ALERTUS. Omnilert is an emergency notification service available to students, faculty and staff. Omnilert can be used to send emergency messages within minutes of the occurrence of an incident. Presently, NCC employs

an OPT-IN system where all faculty, staff and students need to sign-up for the alert system. However, in September of 2024 the college will be moving to an OPT-OUT system where all faculty, staff and students are automatically enrolled. Anyone not wishing to receive alerts would have to manually remove themselves from the system. Others would be required to sign-up through the Omnilert system, which is available for all campus locations and can be found here: <https://northampton.omnilert.net/subscriber.php>

Notification will be made by using some or all of the following methods depending on the type of emergency: College Omnilert/ALERTUS System (which contains email, cell phone text, voice message alert); fire alarm, social media, digital signage (where available), local media, webpage and/or in person communication. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

In the event of an emergency, Omnilert works with ALERTUS, in order to provide immediate notification, not just through text and email, but also through ALERTUS boxes located across each campus. ALERTUS boxes can be found in all classrooms and most public spaces, and will provide an audible and visual alert. ALERTUS also has IP mass notification capabilities, so the alert will show up on all network computers as well. The college may also use the mass email system CONSTANT CONTACT to deliver messages to the campus community.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
PRIMARY					
Omnilert/Alertus	Chief of Public Safety or designee	Executive Director of Marketing & Communications or designee	Chief of Public Safety; Executive Director of Marketing & Communications or designee	Chief of Public Safety or designee	Executive Director of Marketing & Communications or designee
SECONDARY					
Constant Contact Mass Email System	Chief of Public Safety or designee	Executive Director of Marketing & Communications or designee	Chief of Public Safety;	Chief of Public Safety or designee	Executive Director of Marketing & Communications or designee

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the Northampton homepage and/or social media.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. When an immediate emergency notification is sent out the College, it is not required to send a timely warning based on the same circumstances; however, the college will provide adequate follow up information to the community as needed.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Chief of Public Safety, or designee. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods.

Northampton Community College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities (including but not limited to: Department of Public Safety, Local PD and/or the Local Fire and Emergency Medical Services), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure each message contains essential information, the mass notification system contains pre-scripted templates for the most probable or highest impact emergencies. These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases where there are no predetermined templates in the system, the individual may use the “alert” template to craft a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

Emergency Response and Evacuation Procedures

NCC maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

College units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans. Emergencies occurring on campus should be reported to the Department of Public Safety.

Drills, Exercises, and Training:

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year. To ensure the campus emergency management plans remain current and actionable all campus sites conduct at least one test/drill exercise annually, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Each test is documented including a description of the exercise, the date, time and if the exercise was announced or unannounced. These exercises

include, but are not limited to seminars, drills, tabletops, functional, and full scale. The campuses conduct after-action reviews of all emergency test/drill exercises. During these exercises the College community will be alerted utilizing at least one or all alerting systems; (*Fire alarms, Text alerts, Alertus beacons, campus desktop alerts, emails, social media and Public Safety staff*) Emergency response procedures will be followed for all tests/drills and training exercises. The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Department of Public Safety does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Department of Public Safety staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At NCC evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify the Department of Public Safety or dial 911.

- Bethlehem Campus Public Safety: 610-861-5588
- Pocono Campus Public Safety: 570-369-1911
- Fowler Campus Public Safety: 484-390-3240

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform the Department of Public Safety or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures –What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in,

and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside, in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, the Department of Public Safety. Housing Staff members, other College employees, Local PD, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to the Department of Public Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Daily Crime and Fire Log

The Department of Public Safety maintains a combined daily crime and fire log of all incidents reported to them. The published log identifies the type, general location, date and time reported, date and time occurred and current disposition if known of each incident reported to the Department of Public Safety.

The Daily Crime and Fire Log for the most current sixty days is available to view during regular business hours (8am-5pm Monday through Friday, excluding holidays) at the Public Safety office at each campus or online at: <https://www.northampton.edu/about/public-safety.htm> Any portion of the Daily Crime and Fire Log for incidents older than 60 days will be made available for public inspection within two business days of a request.

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Department of Public Safety publishes this report to inform the NCC community about campus security policies and initiatives to prevent and respond to crime and emergencies. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and uses information maintained by the Department of Public Safety, as well as information provided by other college offices such as Student Affairs, Residence Life, Student Conduct, and Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. An annual written request for Clery Crime information is made to local law enforcement agencies (Bethlehem City, Bethlehem Township, Pocono Township) also any law enforcement agencies with jurisdiction for international and domestic non-campus property locations.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities or CSAs (as defined by federal law). CSAs are also informed in writing and/or through training to report crimes to the Department of Public Safety in a timely manner so those crimes can be evaluated for timely warning purposes. A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

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

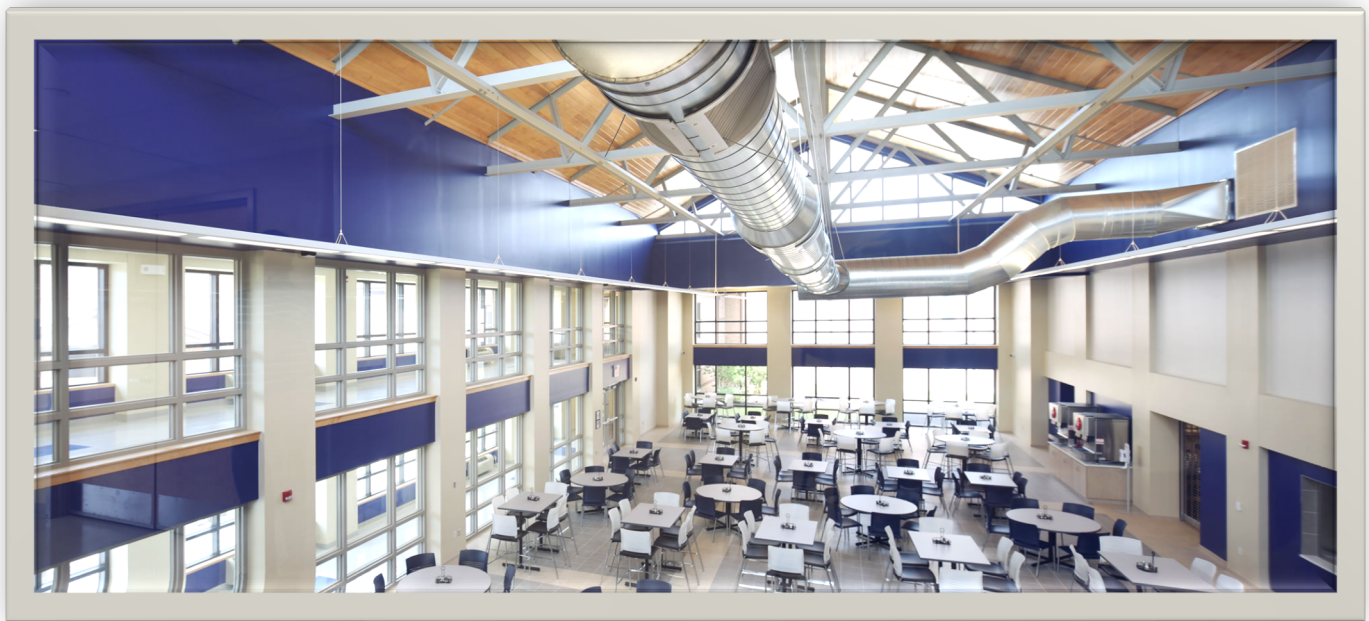
Statistical information is not requested from, nor is it provided by, Professional Counselors of the Counseling Center or Pastoral Counselors who are performing that function and role as their employment with the College. Professional Counselors and Pastoral Counselors are not required by law to provide statistics for this compliance document. Counseling and Pastoral Professionals, as defined by the Federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes to the Department of Public Safety for inclusion in the annual statistics. The Counseling Center and Pastoral Counselors facilitate anonymous reporting, as outlined earlier in this Annual Security and Fire Safety Report.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, and on property owned, leased or controlled by Northampton Community College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

No later than October 1st of each year, the College distributes a notice of the availability of this Annual Security Report to every member of the College community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Department of Public Safety at 610-861-5588 or by visiting <https://www.northampton.edu/about/public-safety.htm> The Department of Public Safety submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

Specific Information about Classifying Crime Statistics:

The statistics in this brochure are published in accordance with the definitions and many of the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) Handbook, National Incident-Based Reporting System (NIBRS), relevant federal law (the Clery Act), and applicable State law (the Pennsylvania Uniform Crime Reporting Act).



Clery Act Crime Statistics

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crimes reported on and around their campuses. The Department of Public Safety collects the Clery crime statistics disclosed in the following charts through a number of methods.

Public Safety maintains a close relationship with all police departments where NCC owns or controls property to ensure that crimes reported directly to these police departments that involve the College are brought to the attention of Public Safety. In addition to collecting Clery crime statistics from local police departments, all reports of crime incidents made directly to the Department of Public Safety are entered into a records management system. The entries are recorded in the system in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). To ensure each report is appropriately classified in the correct crime category, after a report is entered in the system, a department administrator reviews the report to ensure it is appropriately classified. The department also periodically examines data in the system for the appropriate classification.

The statistics reported in the following charts generally reflect the number of criminal incidents reported to the various campus security authorities. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes:

Murder/Non-Negligent Manslaughter – Defined as the willful killing of one human being by another.

Manslaughter by Negligence – Defined as the killing of another person through gross negligence.

Rape – Penetration no matter how slight of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery – Defined as taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – Defined as an unlawful attack by one person upon another for inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – Unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – Theft or attempted theft of a motor vehicle.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. Pennsylvania does not have a specific crime of domestic violence.

Dating Violence – Means violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined by the reporting party’s statement and based on a consideration of the following factors:

- i. The length of the relationship.
- ii. The type of relationship.
- iii. The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Pennsylvania does not have a specific crime of dating violence.

Stalking – Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. In Pennsylvania, a person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Hate Crimes – includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator’s bias against the victim based on one of the Categories of Prejudice listed below, plus the following four crimes:

- **Larceny/Theft** – the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- **Simple Assault** – unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

- **Intimidation** – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to an actual physical attack.
- **Destruction/Damage/Vandalism to Property (except Arson)** – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice:

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

Gender – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Ethnicity – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

National Origin – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Gender Identity – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.



NORTHAMPTON COMMUNITY COLLEGE
BETHLEHEM CAMPUS CLERY CRIME STATISTICS
 3835 Green Pond Road Bethlehem, PA 18020

Offenses	Year	On Campus	Residence Facilities	Non Campus	Public Property
Criminal Homicide: Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Criminal Homicide: Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Sexual Assault: Rape	2023	2	2	0	0
	2022	3	2	0	0
	2021	0	0	0	0
Sexual Assault: Fondling	2023	2	1	0	0
	2022	1	1	0	0
	2021	1	1	0	0
Sexual Assault: Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Sexual Assault: Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	3	3	0	0
	2022	2	2	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	1	0	0	0
	2021	0	0	0	0
Arrests					
Weapons Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Offenses	Year	On Campus	Residence Facilities	Non Campus	Public Property
Drug Violations	2023	5	3	0	0
	2022	5	1	0	0
	2021	6	6	0	0
Liquor Law Violations	2023	6	6	0	0
	2022	0	0	0	0
	2021	1	1	0	0
Referred for Disciplinary Actions					
Weapons Violations	2023	1	1	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Violations	2023	33	31	0	0
	2022	28	23	0	0
	2021	16	14	0	0
Liquor Violations	2023	31	30	0	0
	2022	33	29	0	0
	2021	8	8	0	0
NORTHAMPTON COMMUNITY COLLEGE BETHLEHEM CAMPUS VAWA STATISTICS					
Offenses	Year	On Campus	Residence Facilities	Non Campus	Public Property
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Dating Violence	2023	6	6	0	0
	2022	4	4	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	2	1	0	0
	2021	0	0	0	0

Hate Crimes:

2023 – No Hate Crimes Reported

2022 – (2) Hate Crimes

1 – Rape characterized by Sexual Orientation bias, On-Campus

1 – Vandalism characterized by Race bias, On-Campus

2021 – (1) Hate Crime

1 – Intimidation based on Gender, On-Campus

Unfounded Crimes

There were zero unfounded crimes in 2021, 2022 and two unfounded crimes in 2023.

NORTHAMPTON COMMUNITY COLLEGE
FOWLER CAMPUS CLERY CRIME STATISTICS
511 East 3rd Street Bethlehem, PA 18015

Offense Type	Year	On Campus	Residence Facilities	Non Campus	Public Property
Criminal Homicide: Murder/Non-Negligent Manslaughter	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Criminal Homicide: Manslaughter by Negligence	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Sexual Assault: Rape	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Sexual Assault: Fondling	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Sexual Assault: Incest	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Sexual Assault: Statutory Rape	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Robbery	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Aggravated Assault	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Burglary	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Motor Vehicle Theft	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Arson	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Arrests					
Weapons Violations	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0

Offense Type	Year	On Campus	Residence Facilities	Non Campus	Public Property
Drug Violations	2023	0	N/A	0	2
	2022	0	N/A	0	2
	2021	0	N/A	0	3
Liquor Law Violations	2023	0	N/A	0	1
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Referred for Disciplinary Action					
Weapons Violations	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Drug Violations	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Liquor Violations	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
NORTHAMPTON COMMUNITY COLLEGE FOWLER CENTER VAWA STATISTICS					
Offenses	Year	On Campus	Residence Facilities	Non Campus	Public Property
Domestic Violence	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Dating Violence	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Stalking	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0

Hate Crimes:

There were no Hate Crimes at the Fowler Campus for 2023, 2022 or 2021

Unfounded Crimes

There were zero unfounded crimes in 2021, 2022 and 2023

NORTHAMPTON COMMUNITY COLLEGE

POCONO CAMPUS CRIME STATISTICS

2411 Route 715 Tannersville, PA 18372

Offense Type	Year	On Campus	Residence Facilities	Non Campus	Public Property
Criminal Homicide: Murder/Non-Negligent Manslaughter	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Criminal Homicide: Manslaughter by Negligence	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Sexual Assault: Rape	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Sexual Assault: Fondling	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Sexual Assault: Statutory Rape	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Sexual Assault: Incest	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Robbery	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Aggravated Assault	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Burglary	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Motor Vehicle Theft	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Arson	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Arrests					
Weapons Violations	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0

Offense Type	Year	On Campus	Residence Facilities	Non Campus	Public Property
Drug Violations	2023	1	N/A	0	0
	2022	3	N/A	0	0
	2021	0	N/A	0	0
Liquor Law Violations	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Referral for Disciplinary Action					
Weapons Violations	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Drug Violations	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Liquor Law Violations	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
NORTHAMPTON COMMUNITY COLLEGE POCONO CAMPUS VAWA STATISTICS					
Domestic Violence	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Dating Violence	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0
Stalking	2023	0	N/A	0	0
	2022	0	N/A	0	0
	2021	0	N/A	0	0

Hate Crimes:

There were no Hate Crimes for the POCONO Campus for 2023, 2022, 2021

Unfounded Crimes

There were zero unfounded crimes in 2021, 2022 and 2023.

Pennsylvania Uniform Crime Report Act

The Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rates are calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the College's Full Time Equivalent (FTE) students and employees. The jurisdiction population for the college is based on student FTE's and FTE equivalent employees. (Jurisdiction population changes with every term.)

Bethlehem Campus Jurisdiction Population:

2023 – Student FTE: 5190/Employee FTE: 750 = 5940
2022 – Student FTE: 4629/Employee FTE: 774 = 5403
2021 – Student FTE: 5646/ Employee FTE: 0971 = 6617

Pocono Campus Jurisdiction Population:

2023 – Student FTE: 516/Employee FTE: 149 = 665
2022 – Student FTE: 944/Employee FTE: 157 = 1101
2021 – Student FTE: 5646/ Employee FTE: 0971 = 6617

Fowler Campus Jurisdiction Population:

2023 – Student FTE: 87/Employee FTE: 175 = 262
2022 – Student FTE: 62/Employee FTE: 178 = 240
2021 – Student FTE: 5646/ Employee FTE: 0971 = 6617



CAMPUS: <i>Bethlehem</i>	2023		2022		2021	
	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE
PART I OFFENSES						
CRIMINAL HOMICIDE						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
FORCIBLE RAPE						
Rape by Force	3	51	3	55.52	0	0
Attempted Rape	0	0	0	0	0	0
ROBBERY						
Firearm	0	0	0	0	0	0
Knife or Cutting Instrument	0	0	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	0
Strong Arm (Hands, feet, etc)	0	0	0	0	0	0
ASSAULT						
Firearm	0	0	0	0	0	0
Knife or Cutting Instrument	0	0	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	0
Strong Arm (Hands, feet, etc)	0	0	1	18.51	0	0
Burglary						
Forcible Entry	0	0	0	0	0	0
Unlawful Entry – No Force	3	51	1	18.51	0	0
Attempted Forcible Entry	0	0	0	0	0	0
Larceny – Theft (Except Motor Vehicles)	17	286	9	166.57	9	136.01
Motor Vehicle Theft						
Autos	0	0	0	0	0	0
Trucks and Buses	0	0	0	0	0	0
Other Vehicles	0	0	0	0	0	0
Human Trafficking	0	0	0	0	0	0
ARSON	0	0	1	18.51	0	0
TOTAL PART I OFFENSES	23	387	15	277.62	0	136.01

CAMPUS: <i>Bethlehem</i>	2023		2022		2021	
	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE
PART II OFFENSES						
Assaults: Non-Aggravated	9	152	2	37.02	0	0
Forgery & Counterfeiting	0	0	0	0	0	0
Fraud	1	17	2	37.02	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property: Rec., Poss	0	0	0	0	0	0
Vandalism	5	84	8	148.06	5	75.56
Weapons: Carrying, Poss.	2	34	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0
All Other Sex Offenses	3	51	0	0	1	15.11
Drug Abuse Violations						
Opium-Cocaine: Sale	0	0	0	0	0	0
Marijuana: Sale	2	34	0	0	1	15.11
Synthetic: Sale	0	0	0	0	0	0
Other: Sale	0	0	0	0	0	0
Opium-Cocaine: Possession	0	0	0	0	0	0
Marijuana	28	471	31	573.76	20	302.25
Synthetic	0	0	0	0	0	0
Other	1	17	0	0	0	0
Gambling						
Book Making	0	0	0	0	0	0
Numbers, etc.	0	0	0	0	0	0
Offenses: Family & Children	1	17	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0
Liquor Laws	36	606	28	518.23	8	120.90
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	2	34	0	0	1	15.11
Vagrancy	0	0	0	0	0	0
All Other Offenses: Harassment, Threats, Trespassing, etc.	30	505	7	129.56	4	60.45
TOTAL PART II Offenses	120	2020	78	1443.64	40	604.50

CAMPUS: <i>Fowler</i>	2023		2022		2021	
	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE
PART I OFFENSES						
CRIMINAL HOMICIDE						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
FORCIBLE RAPE						
Rape by Force	0	0	0	0	0	0
Attempted Rape	0	0	0	0	0	0
ROBBERY						
Firearm	0	0	0	0	0	0
Knife or Cutting Instrument	0	0	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	0
Strong Arm (Hands, feet, etc)	0	0	0	0	0	0
ASSAULT						
Firearm	0	0	0	0	0	0
Knife or Cutting Instrument	0	0	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	0
Strong Arm (Hands, feet, etc)	0	0	0	0	0	0
Burglary						
Forcible Entry	0	0	0	0	0	0
Unlawful Entry – No Force	0	0	0	0	0	0
Attempted Forcible Entry	0	0	0	0	0	0
Larceny – Theft (Except Motor Vehicles)	3	1145	1	416.67	2	30.23
Motor Vehicle Theft						
Autos	0	0	0	0	0	0
Trucks and Buses	0	0	0	0	0	0
Other Vehicles	0	0	0	0	0	0
Human Trafficking	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
TOTAL PART I OFFENSES	3	1145	1	416.67	2	30.23

CAMPUS: <i>Fowler</i>	2023		2022		2021	
	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE
PART II OFFENSES						
Assaults: Non-Aggravated	0	0	0	0	0	0
Forgery & Counterfeiting	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property: Rec., Poss	0	0	0	0	0	0
Vandalism	0	0	0	0	1	15.11
Weapons: Carrying, Poss.	0	0	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0
All Other Sex Offenses	0	0	0	0	0	0
Drug Abuse Violations						
Opium-Cocaine: Sale	0	0	0	0	0	0
Marijuana: Sale	0	0	0	0	0	0
Synthetic: Sale	0	0	0	0	0	0
Other: Sale	0	0	0	0	0	0
Opium-Cocaine: Possession	0	0	0	0	0	0
Marijuana: Sale	0	0	0	0	0	0
Synthetic: Sale	0	0	0	0	0	0
Other: Sale	0	0	0	0	0	0
Gambling						
Book Making	0	0	0	0	0	0
Numbers, etc.	0	0	0	0	0	0
Offenses: Family & Children						
Driving Under the Influence	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0
All Other Offenses: Harassment, Threats, Trespassing, etc.	0	0	2	833.33	0	0
TOTAL PART II Offenses	0	0	2	833.33	1	15.11

CAMPUS: <i>Pocono</i>	2023		2022		2021	
	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE
PART I OFFENSES						
CRIMINAL HOMICIDE						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
FORCIBLE RAPE						
Rape by Force	0	0	0	0	0	0
Attempted Rape	0	0	0	0	0	0
ROBBERY						
Firearm	0	0	0	0	0	0
Knife or Cutting Instrument	0	0	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	0
Strong Arm (Hands, feet, etc)	0	0	0	0	0	0
ASSAULT						
Firearm	0	0	0	0	0	0
Knife or Cutting Instrument	0	0	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	0
Strong Arm (Hands, feet, etc)	0	0	0	0	0	0
Burglary						
Forcible Entry	0	0	0	0	0	0
Unlawful Entry – No Force	0	0	0	0	0	0
Attempted Forcible Entry	0	0	0	0	0	0
Larceny – Theft (Except Motor Vehicles)	0	0	1	90.82	0	0
Motor Vehicle Theft						
Autos	0	0	0	0	0	0
Trucks and Buses	0	0	0	0	0	0
Other Vehicles	0	0	0	0	0	0
Human Trafficking	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
TOTAL PART I OFFENSES	0	0	1	90.82	0	0

CAMPUS: <i>Pocono</i>	2023		2022		2021	
	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE
PART II OFFENSES						
Assaults: Non-Aggravated	0	0	0	0	0	0
Forgery & Counterfeiting	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property: Rec., Poss	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0
Weapons: Carrying, Poss.	0	0	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0
All Other Sex Offenses	0	0	0	0	0	0
Drug Abuse Violations						
Opium-Cocaine: Sale	0	0	1	90.82	0	0
Marijuana: Sale	0	0	0	0	0	0
Synthetic: Sale	0	0	0	0	0	0
Other: Sale	0	0	0	0	0	0
Opium-Cocaine: Possession	0	0	0	0	0	0
Marijuana: Sale	0	0	0	0	0	0
Synthetic: Sale	0	0	0	0	0	0
Other: Sale	0	0	0	0	0	0
Gambling						
Book Making	0	0	0	0	0	0
Numbers, etc.	0	0	0	0	0	0
Offenses: Family & Children	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0
All Other Offenses: Harassment, Threats, Trespassing, etc.	0	0	1	90.82	1	15.11
TOTAL PART II Offenses	0	0	2	181.65	1	15.11



ANNUAL FIRE SAFETY REPORT

FIRE LOG

The Fire safety regulations apply only to institutions with on-campus student housing facilities and focus exclusively on those facilities. For the purposes of fire safety reporting, a “FIRE: is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

Fire Statistics

Statistics and Related Information Regarding Fires in Residential Facilities for CY 2023

Residential Facilities (Name and Address)	Total # of Fires	Fire #	Category and Cause of Fire	# of Injuries	# of Deaths	Value of Property Damage
Residence Hall Commons 3835 Green Pond Road	0		No Fires Reported in 2023			
Student Apartments 3835 Green Pond Road	0		No Fires Reported in 2023			

Statistics and Related Information Regarding Fires in Residential Facilities for CY 2022

Residential Facilities (Name and Address)	Total # of Fires	Fire #	Category and Cause of Fire	# of Injuries	# of Deaths	Value of Property Damage
Residence Hall Commons 3835 Green Pond Road	1	1	Unintentional – Used non-microwave safe plate that caught fire in microwave	0	0	\$0-99
Student Apartments 3835 Green Pond Road	0		No Fires Reported in 2022			

Statistics and Related Information Regarding Fires in Residential Facilities for CY 2021

Residential Facilities (Name and Address)	Total # of Fires	Fire #	Category and Cause of Fire	# of Injuries	# of Deaths	Value of Property Damage
Residence Hall Commons 3835 Green Pond Road	0		No Fires Reported in 2021			
Student Apartments 3835 Green Pond Road	0		No Fires Reported in 2021			

FIRE SAFETY INFORMATION:

Residential Facilities	Alarm Monitoring On Site	Partial /Full Sprinkler System ¹	Smoke Detection (SD) /Manual Pull Station (MP)	Fire Extinguishers	Evacuation Plans/Placards	# fire drills during year
Residence Hall Commons 3835 Green Pond Road	YES	FULL	SD/MP	YES	YES	2
Student Apartments 3835 Green Pond Road	YES	FULL	SD/MP	YES	N/A	2

Smoke Detectors and Sprinklers:

The residence facilities are equipped with smoke detectors and sprinklers. It is a violation of Pennsylvania law to tamper with any fire safety equipment. Doing so could result in College disciplinary action, as well as state fines up to and/or exceeding \$500.

¹ Partial Sprinkler System is defined as having sprinklers in the common areas only. Full sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

Residence Hall Fire Alarm Activation:

For everyone's safety, residents and their guests must immediately evacuate the residence facilities if the fire alarm system is activated. All residents and guests should evacuate through the closest emergency doors. All residents and guests should then meet at the basketball courts in the parking lot when exiting. Residents will experience unannounced fire alarms at least once a semester under the supervision of the Resident Director and Public Safety. All occupants must participate in all alarms. Anyone who does not evacuate will be subject to disciplinary action. Residents are responsible for the actions of their guests.

Residence Hall Strobe Fire Alarm Lights:

All Residence Hall restrooms and some Residence Hall rooms are equipped with strobe lights that activate when the fire alarm system is engaged. Students should make a note where the strobe lights are located in the restrooms and utilize the showers, sinks, stalls, etc. that are closest to the strobe light if needed. Interested students can contact the Housing and Residence Life Office to request a room that is equipped with strobe fire alarms. Residents should discuss any requested accommodations with the Disability Services.

Residence Hall Evacuation Procedures:

1. Residents and guests will evacuate the building by using the nearest fire exit and proceed to the grass area to the far right in front of the Residence Hall Commons parking lots.
2. Public Safety should be contacted at 610-861-5588.
3. The Resident Director or their designees will enter each room to insure that all occupants have exited the building.
4. Students may re-enter the building only after the area has been deemed safe and authorized by first responders.

Apartments:

Apartment residents and their guests must immediately evacuate the Apartment complex if the fire alarm is activated. Residents will experience unannounced fire alarms at least once a semester under the supervision of the Resident Director and Public Safety. All occupants must participate in all alarms. Anyone who does not evacuate will be subject to disciplinary action. Residents are responsible for the actions of their guests. Immediately contact Public Safety at 610-861-5588 if an alarm goes off in an apartment. Please know that when a fire alarm is activated, the local Fire Department will respond to clear the building.

Apartment Evacuation Procedures:

1. Apartment residents and guests will exit the apartment building area using the north walkway to the grass field north of the apartments and residence halls.
2. The Resident Director or their designees will enter each apartment to make sure that all occupants have exited the building.
3. Students may re-enter the building only after the area has been deemed safe and authorized by first responders.

Apartment Evacuation Zone



Residence Hall Evacuation Zone



Plans for Future Improvements:

The College will continue to assess the needs for fire safety improvements in the Residence Facilities as well as campus wide. There are no specific plans in place at this time.

Procedures Students and Employees Should Follow in Case of a Fire

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the DPS. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, College policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Fire Safety Education and Training:

Residents will receive information on fire safety and evacuation procedures during New Resident Orientation and at Floor/Apartment meetings. On-line fire safety education is also available to residents. *All new residents in the Apartments are required to participate in scheduled Fire Safety Training session within the first 3 weeks of each semester. Failure to do so may result in reassignment to the Residence Hall.* These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the College’s fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a “buddy” assigned to them. Fire safety education and training programs are taught by local fire authorities or public safety officers with fire service training.

In these programs, procedures that students and employees should follow in case of a fire are reviewed and include the following:

Student Housing Evacuation Procedures In Case of a Fire

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

Applicable Policies & Procedures:

4.06.3 Buildings and Ground - All rooms/apartments are expected to be kept in a neat and sanitary condition at all times. Accumulation of waste is not permitted. Construction, which requires attachments to ceilings, walls, and doors, is not permitted. Halogen or torchier lamps are not permitted in the residence facilities. Portable electrical appliances containing heating elements (e.g., non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas, smoking (includes all tobacco and vaping products) and open flames (such as candles) are not permitted.

Hazardous Materials:

Firearms, air guns, and other hazardous materials including firecrackers, ammunition, gunpowder, smoke bombs and chemicals are strictly prohibited. (See Policy 2.10.4 for additional details.) Candles, heat ignited potpourri, incense, incense holders and stick matches are considered hazardous materials.

Reporting a Fire:

Per federal law, Northampton Community College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, any person seeing an active fire or smoke shall pull a fire alarm in the immediate area, get to a safe place, , and report the fire to 911 and Public Safety (610-

861-5588) immediately to investigate and document the incident for disclosure in the College's annual fire statistics. In the event of an alarm failure, notify Public Safety to effect a room-by-room evacuation. *(Dial 5588 from any campus phone)*

If a member of the NCC community finds evidence of a fire that has been extinguished, and the person is not sure whether DPS has already responded, the community member should immediately notify NPS at (610-861-5588) to investigate and document the incident for disclosure in the College's annual fire statistics.



COLLEGE POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. These regulations require that the College distribute information annually to you in writing concerning the possession, use, or distribution of alcohol and illicit drugs at the College.

The Drug-Free Workplace Act of 1988 (P.L. 100-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-206) require that each college and university receiving federal financial assistance provide annually the following information in writing to all students and employees:

- A. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities.
- B. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- C. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- D. A description of the four major areas to reduce prescription drug abuse.
- E. A description of any drug or alcohol counseling, treatment, rehabilitation or re- entry programs that are available to employees or students.
- F. A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

A. Standards of Conduct:

1. **Students:** The unauthorized use, distribution, or possession of any controlled substance or illegal drug or alcohol in violation of Pennsylvania State Law on NCC premises or at activities sponsored by or affiliated with the College is in violation of the Student Code of Conduct.
2. **Employees:** The sale, purchase, transfer, use or possession of illegal drugs by employees on college premises or while on College business is prohibited. Further, the use of any legally obtained drug, including alcohol, to the point where such use adversely affects the employee's job performance, is prohibited.

B. Criminal Sanctions under Local, Pennsylvania, and Federal Law: The following description is a summary only and is not a substitute for legal advice. Anyone wishing legal advice should consult an attorney.

1. **City of Bethlehem (Fowler Campus):** Public consumption of alcoholic beverages and possession of open containers of alcoholic beverages in a public place or in an

automobile is illegal and punishable by law. Punishment includes a \$100 fine or thirty days' imprisonment (or both) for the first offense; a \$300 fine or sixty days' imprisonment (or both) for the second offense; and a \$600 fine or ninety days' imprisonment (or both) for the third and each subsequent offense.

2. **Commonwealth of Pennsylvania:**

Alcohol: A person less than 21 years of age commits a summary offense if he or she attempts to purchase, consume, possess, or knowingly and intentionally transport any liquor or malt or brewed beverage. Violation of this law is punishable by fines up to \$500, imprisonment up to 90 days, and mandatory loss of driving privileges in the Commonwealth of Pennsylvania.

Misrepresentation of age to purchase alcohol is also punishable by fines up to \$500, imprisonment up to one year and loss of driving privileges. Altering, selling, or manufacturing false identification is punishable by a fine of up to \$1,000 (first offense) and up to \$2,500 (second and subsequent offense) plus loss of driving privileges. Selling or furnishing alcoholic beverages to those under 21 is punishable by a mandatory fine of up to \$1,000 (first offense) and \$2,500 (second and each subsequent offense). All persons, while in the Commonwealth of Pennsylvania, are subject to the Pennsylvania Liquor Code and Crimes Code.

Pennsylvania law provides that a person with a blood alcohol content (BAC) of .08% or greater who operates a motor vehicle is considered driving under the influence and is subject to prosecution under Pennsylvania law.

A more complete summary of Pennsylvania laws and penalties related to alcohol may be found on in the [Pennsylvania Crimes Code](#).

Drugs: *The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq.*, establishes five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition of controlled substances except in accordance with the Act as well as acquisition by misrepresentation, forgery, or the knowing possession of controlled substances unlawfully acquired.

3. **Federal:**

The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and the law prohibits the knowing or intentional manufacture, distribution, dispensing, or possession with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg. of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both.

Lesser quantities of controlled substance (e.g. 100 kg. of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Double or triple penalties are imposed against persons 18 or older who distribute to persons under the age of 21. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.

Please see the [U.S. Drug Enforcement Administration website](#) for the most recent and complete information about Federal drug trafficking penalties.

Students who have been convicted under a state or federal law prohibiting the possession or sale of a controlled substance are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender).

C. Health Risks and Consequences:

	EFFECT ON MIND	EFFECT ON BODY	OVERDOSE	ADDICTION?	EXAMPLES
Alcohol	Impairs coordination, judgment, reasoning, and memory.	Slurred speech, loss of motor coordination, weakness, headache, lightheadedness, blurred vision, dizziness, nausea, vomiting, low blood pressure, and slowed breathing.	Mental confusion, stupor, coma, or inability to wake up, vomiting, seizures, slow breathing (fewer than 8 breaths per minute), irregular breathing (10 seconds or more between breaths), hypothermia (low body temperature), bluish skin color, paleness.	Yes	Types: Beer, wine, liquor, and malt liquor
Depressants	Impairs memory, judgment, coordination, and can cause confusion; may induce sleep, relieve anxiety and muscle spasms, and prevent seizures.	Slurred speech, loss of motor coordination, weakness, headache, lightheadedness, blurred vision, dizziness, nausea, vomiting, low blood pressure, and slowed breathing.	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.	Yes	Rx: Valium, Xanax, Halcion, Ativan, Klonopin, Restoril. Lunesta, Ambien, and Sonata Non-Rx: GHB, Rohypnol (Roofies)
Hallucinogens	Distortions of thought associated with time and space, confusion, anxiety, depression, paranoia, sleep problems.	Elevated heart rate, increased blood pressure, sweating, loss of appetite, tremors, sleeplessness, dilated pupils, impaired motor coordination.	Respiratory depression, coma, convulsions, seizures, and death due to respiratory arrest. LSD and shrooms: death due to suicide, accidents, and dangerous behavior.	Yes	Rx: N/A Non-Rx: MDMA, ecstasy, LSD, acid, shrooms, PCP, ketamine

Inhalants	Damages area of the brain responsible for thinking, moving, seeing, and hearing. Cognitive abnormalities range from mild impairment to severe dementia.	Slurred speech, loss of motor coordination, euphoria, slowed bodily functions, slight stimulation, loss of inhibition, loss of consciousness.	Loss of consciousness and/or death, "Sudden sniffing death," Asphyxiation.	Yes	Names/Forms: Huff, Whippets, butane, aerosols
Marijuana	Memory and learning problems, and loss of coordination.	Sedation, bloodshot eyes, increased heart rate, increased appetite, and decreased blood pressure.	No deaths from overdose of marijuana have been reported.	Yes	Names/Forms: cannabis, weed, hash, 710 (oil), wax, budder, shatter
Opiods	When appropriately prescribed reduce tension and pain, anxiety, and aggression. Unwanted effects include drowsiness, inability to concentrate, and apathy.	Slowed physical activity, constriction of the pupils, flushing of the face and neck, constipation, nausea, vomiting, and slowed breathing.	Constricted pupils, cold clammy skin, confusion, convulsions, extreme drowsiness, slowed breathing, coma, and respiratory failure.	Yes	Rx: OxyContin, Vicodin, codeine, morphine, methadone, and fentanyl Non-Rx: Heroin
Stimulants	Produce a sense of exhilaration, enhance self-esteem, improve mental and physical performance, increase activity, reduce appetite, extend wakefulness for prolonged period, and "get high". Chronic, high-dose use results in agitation, hostility, panic, aggression, and suicidal or homicidal tendencies. Paranoia may also occur.	Dizziness, tremors, headache, flushed skin, chest pain with palpitations, excessive sweating, vomiting, and abdominal cramps.	High fever, convulsions, and cardiovascular collapse.	Yes	Rx: Adderall, Concerta, Ritalin Non-Rx: Cocaine, methamphetamine
Tobacco	Increases dopamine, stimulates the Central Nervous System.	Increased blood pressure, breathing and heart rate, chronic bronchitis, cancer, heart disease.	Nicotine poisoning, difficulty breathing, vomiting, fainting, headache, weakness and increased or decreased heart rate, possible death.	Yes	Forms: Cigarettes, cigars, bidis, smokeless tobacco, Nicotine

Much of the above information is drawn from the U.S. Department of Justice's website. For more detailed information about the street names, short-term effects, long-term effects, trafficking trends, treatment resources and other information pertaining to these and other illicit drugs, please refer to the website at: <http://www.justice.gov/dea/druginfo/factsheets.shtml> or <https://www.drugabuse.gov/drugs-abuse>

D. Abuse of Prescription Drugs:

The Centers for Disease Control and Prevention has classified prescription drug abuse as an epidemic. The 2011 Prescription Drug Abuse Prevention Plan expands upon the Obama Administration's National Drug Control Strategy and includes action in four major areas to reduce prescription drug abuse:

- **Education:** A crucial first step in tackling the problem of prescription drug abuse is to educate parents, youth, and patients about the dangers of abusing prescription drugs, while requiring prescribers to receive education on the appropriate and safe use, and proper storage and disposal of prescription drugs.
- **Monitoring:** Implement prescription drug monitoring programs (PDMPs) in every state to reduce "doctor shopping" and diversion, and enhance PDMPs to make sure they can share data across states and are used by healthcare providers.
- **Proper Medication Disposal:** Develop convenient and environmentally responsible prescription drug disposal programs to help decrease the supply of unused prescription drugs in the home.
- **Enforcement:** Provide law enforcement with the tools necessary to eliminate improper prescribing practices and stop pill mills.

E. Drug and Alcohol Counseling Opportunities:

Students:

College Counseling Services are located on the Bethlehem and Pocono campus locations. Services are offered free of charge for a wide range of issues revolving around substance abuse, misuse, dependency, and recovery. The staff provides services that span education/prevention, crisis intervention, and brief counseling. Help can be offered through individual meetings. NCC has a Collegiate Recovery Program (CRP) for students who are in recovery from Substance Use Disorders. Information about this program can be found at: <https://www.northampton.edu/ncc-crp.htm> or by e-mailing Recovery@northampton.edu. Additional information about the services provided can be found at <https://www.northampton.edu/student-services/counseling-services.htm>.

Any contact with the Counseling Services staff is held in the strictest confidence. No information is reported to anyone except with written permission or in rare circumstances such as when the student presents a clear and imminent danger to him/herself or others, when the counselor is mandated to report the abuse of a child or elder, or when the court has ordered disclosure. The services the office provides may be from one session to ongoing sessions throughout the year. Appointments are easy to make by calling the numbers listed on the website.

Employees:

An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for staff that are in need of these services due to substance abuse. Supervisors or managers who are faced with an employee substance abuse problem may consult with the Office of Human Resources to determine an appropriate course of action.

Other Resources:

Health and Wellness Center
College Center 1st floor
Bethlehem, PA 18020
Phone: 610-861-5365

NCC's Collegiate Recovery Program
<https://www.northampton.edu/ncc-crp.htm>
Recovery@northampton.edu

Alcoholics Anonymous (AA) <http://www.aalv.org/>

Northampton County Drug & Alcohol
2801 Emrick Boulevard
Bethlehem, PA 18020
Phone: 610-829-4725 (non-emergency)
Phone: 610-252-9060 (emergency)
<https://norcopa.gov/drug-and-alcohol>

SMART Recovery: <http://smartrecovery.org/>

F. College Sanctions:

The College will impose appropriate sanctions on students or employees who violate the standards of conduct as set forth in Sections A.1 and A.2 above.

- a. **Students:** Violations of the *Standards of Student Conduct in Section A.1* above will result in (a) disciplinary action as outlined in the Student Conduct section of the Student Handbook, and (b) legal action consistent with local, state and federal laws. Possible disciplinary actions include warning, probation, suspension or expulsion, and other sanctions as deemed appropriate, including referral for prosecution. Please refer to Student Conduct & Academic Honesty section on the College web site for more information: <https://www.northampton.edu/about/student-affairs/student-conduct-and-academic-honesty.html> As permitted by the Family Educational Rights and Privacy Act (FERPA), the Office of Student Success may

notify parents/guardians of a student who is under the age of 21 any time he or she is found responsible for violating the Colleges Code of Conduct relating to alcohol or drug offenses.

In addition, in all disciplinary cases involving drugs or alcohol in which the student is not suspended or expelled, the Student Judicial Officer may impose a mandatory interaction with Campus Counseling.

- b. **Employees:** *2.26.13 Policy on the Drug-Free Workplace Act* In compliance with the Drug-Free Workplace Act of 1988, which requires prime federal contractors with contracts of \$25,000 or more and direct federal grantees to certify to the contracting and granting agencies that they maintain a drug-free workplace, Northampton Community College certifies that the requirements for providing a "drug-free workplace" have been established and will be enforced. The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol, in the workplace. Additionally, while the College respects the privacy of its employees, it also recognizes that it has an obligation to maintain a drug/alcohol free workplace because substance abuse can have a harmful effect on the learning and work environment. Therefore, employees are expected to report for work physical and mentally able to safely and effectively perform their essential functions. Compliance with this requirement is considered to be an essential job qualification for all faculty and staff. Violation of this policy will result in disciplinary action up to and including discharge.

An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for staff that are in need of these services due to substance abuse.

As a condition of employment/continuing employment, all staff must abide by the provisions of this policy. Staff employed under the terms of a grant must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The College will notify the contracting or granting agency within ten (10) days after receiving notice from an employee or from an outside agency of an employee's criminal drug statute conviction for conduct in the workplace. Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel actions, which may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.

The provisions of this policy will be disseminated to all staff members through the College Policy Manuals and will be published in the College news publications.

G. Drug & Alcohol Abuse Prevention Program

The College prohibits the use, possession, or distribution on college properties or at college sponsored or supervised functions of controlled or dangerous drugs or substances as defined by state and/or federal law, except as expressly permitted by law. Further, members of the College community (administrative official, faculty member, student or staff, or any employee) may not at any time be intoxicated on college property, at a college sponsored, or supervised function.

Employees who are age 21 or above may consume alcohol when alcohol is served as part of an approved college sponsored or supervised event. However, all individuals, regardless of age, must abide by the laws of the Commonwealth of Pennsylvania

Alcohol & Drug Awareness Programs Offered on Campus:

- Consequences of drinking on campus
- Effects of alcohol on the body
- Liquor Laws in PA
- Consequences of drug use on campus
- Effects of drugs on the body
- College Policy & Procedures of dealing with alcohol and drug usage on campus
- Substance use disorder assessment and referral of substance abuse issues.
- Collegiate Recovery Program (CRP)

A program of support for NCC students in recovery from substance use disorders who support each other in our academic and recovery endeavors.

GENERAL COLLEGE POLICIES ON SUBSTANCE ABUSE & CRIMINAL RECORDS

Northampton Community College prohibits the unlawful possession, use, and sale of alcoholic beverages and illegal drugs on campus. The Bethlehem Township Police Department is responsible for the enforcement of state underage drinking laws and enforcement of Federal and State drug laws on the Bethlehem Campus, the Pocono Township Police is responsible for the enforcement of state underage drinking laws and enforcement of Federal and State drug laws on the Pocono Campus and the City of Bethlehem Police is responsible for the enforcement of state underage drinking laws and enforcement of Federal and State drug laws on the Fowler Campus.

Drinking or possessing alcoholic beverages is prohibited on campus unless specifically approved by the President or their designee. Students who are age 21 or above may consume alcohol when it is served, with College approval, at a College-sponsored event. However, all students, regardless of age, must abide by the laws of the Commonwealth and may not at any time be intoxicated on College property or at a College-sponsored event. The consumption or possession of alcohol is not permitted in the student apartments or residence hall.

All employees and visitors are expected to abide by State and Federal laws in regard to substance abuse and the carrying of weapons and firearms. The College will request information about a

prior criminal record from those students applying to live on campus and those applying to the nursing program. All employees also undergo a criminal background check prior to employment. Anyone who operates campus vehicles must file a motor vehicle review form and have a clear driving record.

The Drug and Alcohol Annual Report can also be found on-line at:

[Drug and Alcohol Annual Report](#)

PENNSYLVANIA ANTIHAZING LAW

The Timothy J. Piazza Antihazing Law was signed into Pennsylvania law in October of 2018. The law requires primary and secondary schools along with institutions of higher educations (IHEs) in the State of Pennsylvania to publish an annual hazing report twice each year; on January 1st and August 1st. The law also requires schools to issue antihazing policies and develop and implement antihazing awareness and education programs.

The law defines hazing as; A person or persons who intentionally, knowingly or recklessly, for the purposes of initiation, admitting or affiliating a minor or student into or with an organization, or for the purposes of continuing or enhancing a minor or student's membership or status in an organization causes, coerces or forces a minor or student to do any of the following items:

- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
- Ensure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- Endure brutality of a sexual nature; and/or
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

The NCC antihazing report can be found here: <https://www.northampton.edu/about/public-safety/ncc-hazing-reports.html>

NCC's Response To Domestic Violence, Dating Violence, Sexual Assault and Stalking

Northampton Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Northampton issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged

dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
 - i. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - i. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex

offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent.”

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

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- **Stalking:**

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person’s safety or the safety of others; or
 - B) Suffer substantial emotional distress.
- ii. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Policy Statement

Members of the NCC community, guests and visitors have the right to be free from sexual discrimination, harassment and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a Respondent

(hereinafter referred to as “Responding Party”) is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for Complainants (hereinafter referred to as “Reporting Party”) whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Northampton Community College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in a place free of discrimination on the basis of sex; which includes all forms of sexual misconduct. Sex discrimination violates an individual’s fundamental rights and personal dignity.

Northampton Community College considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, sexual assault, sexual misconduct, sexual violence, domestic violence, dating violence and stalking by employees, students, or third parties.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sex discrimination in all of its forms.

In accordance with Title VI and Title VII of the Civil Rights Act of 1964, and other applicable state and federal laws, Northampton Community College does not discriminate on the basis of race, color, age, gender, sexual orientation, gender identity, religion, national origin, veteran status, disability, genetic information, or any other basis of prohibited discrimination in its programs and activities. This policy extends to employment, programs, and admission to the College.

This policy applies to all faculty, staff, students, and visitors. It also governs student-on-student sexual discrimination, including sexual assault, both on and off-campus.

Persons who experience discrimination, harassment, or sexual misconduct may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. The College provides a variety of resources to assist individuals who have experienced discrimination, harassment, or sexual misconduct to address the effects of the incident and to help them determine whether and how to make a formal complaint about the incident. Additional resource-related information can be found in Section VIII.

All reports of discrimination, harassment, and/or retaliation shall be promptly made to the Title IX Coordinator as appropriate (or one of the designated Deputy Coordinators). Employees asserting claims of discrimination pursuant to Title VI, VII or ADA/504 must notify the Executive Director of Human Resources of his/her complaint within five (5) Business days of having knowledge of the action(s) that gave rise to the complaint.

Deputy Coordinators and/or Investigators will be appointed by the Title IX Coordinator in consultation with President's Cabinet as appropriate. Reporting responsibilities are described in Section III below for those individuals who become aware of incidents involving discrimination, harassment, or sexual misconduct. Additionally, a Reporting Party's options for reporting are addressed more specifically in Section IV below.

I. Prohibited Conduct

A. Discrimination

Northampton Community College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education, including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964. The College prohibits discrimination against any employee, applicant for employment, student or applicant for admission, and/or any beneficiary of a program or facility offered or provided by the College, on the basis of any protected class. Protected classes include: age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other protected category under applicable federal, state, or local law, including protections for those opposing discrimination or participating in any complaint process on campus or with other human rights agencies.

This policy covers discrimination in employment and in access to educational opportunities, programs, and/or College facilities. Discrimination is defined as adverse treatment of an individual based on that individual's membership in one or more of the protected groups listed above. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, housing and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on discrimination. All College employees shall report all suspected incidents of discrimination or harassment (see Section III. Reporting Responsibilities).

When brought to the attention of the College, any such discrimination will be appropriately remedied according to the procedures outlined in this policy.

B. Harassment

NCC prohibits harassment against any employee, student, visitor, or guest on the basis of any class protected by College policy or law as identified in Section I.A. above. This policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom

that include germane but controversial or sensitive subject matters. The sections below describe the specific forms of prohibited harassment under College policy.

1. Bias-Related Harassment

This policy prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment.

This environment may be created by verbal, written, graphic, threatening and/or physical conduct that is sufficiently severe, persistent, or pervasive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. Merely offensive conduct and/or harassment of a generic nature not on the basis of membership in a protected class may not result in a violation of this policy but may be addressed through education and/or other resolution methods.

2. Sexual Harassment

This policy prohibits any form of sexual harassment (defined below). Anyone experiencing sexual harassment in any College program is encouraged to report it online (www.northampton.edu/reportit), to NCC's Title IX Coordinator or a Deputy Coordinator, or by methods identified in the Complaint Resolution Process Section (IV.A. Confidentiality and Reporting of Offenses).

Some examples of possible sexual harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student complies with the request.
- A student repeatedly sends sexually oriented jokes on an e-mail list the student created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Two supervisors frequently rate several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.

Consensual Relationships. There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect.

Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. For the personal protection of members of this

community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical.

Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes CAs and mentors and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

3. Sexual Misconduct

This policy prohibits any form of sexual misconduct. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved. The definition of consent below will be used in the interpretation and application of this policy:

Consent. Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent to a specific sexual contact (such as kissing or fondling) cannot be presumed to be consent for another specific sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Individuals can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue, and, if that happens, the other person must stop immediately.

A person cannot consent if he or she is incapacitated. Under this policy, a person is incapacitated if he or she is disabled or deprived of ability to act or reason for one's self, is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking of an incapacitating substance. A person is incapacitated if the person is temporarily incapable of apprising or controlling the person's own

conduct due to the influence of a narcotic, anesthetic, or intoxicating substance; if a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited; or if the person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee.

An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the Responding Party to a claim of sexual misconduct was intoxicated and, therefore, did not realize the other person's incapacity.

The following are types of prohibited sexual misconduct under this policy:

a. Sexual Harassment

Defined as conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or "Sexual assault", "dating violence", "domestic violence" or "stalking" as defined below.

b. Non-Consensual Sexual Intercourse

Defined as any sexual penetration or intercourse (anal, oral, or vaginal) however slight with any object by a person upon another person that is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

c. Non-Consensual Sexual Contact

Defined as any intentional sexual touching however slight with any object by a person upon another person that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.

d. Sexual Exploitation

Defined as taking non-consensual or abusive sexual advantage of another; and the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse, or non-consensual sexual contact. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed)

- Taking photographs, video recording, or audio recording of another in a sexual act or in any other private activity without the consent of all persons involved in the activity
- Exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person's consent)
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of the infection
- Administering alcohol or drugs (such as "date rape" drugs) to another person without the person's knowledge or consent

e. Relationship Violence

Includes domestic violence and dating violence, which are defined as follows:

- Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania. Pennsylvania does not have a specific crime of domestic violence. Often times abusers are charged with the crimes of harassment, assault, strangulation or stalking.
- Dating violence" means violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; and (iii) The frequency of interaction between the persons involved in the relationship.

f. Stalking

Defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Examples include, but are not limited to:

- Sending multiple unwanted text messages, phone calls, or electronic communications
- Following, watching, photographing, or otherwise tracking an individual without his or her permission
- Sending unwelcome gifts, notes, or other items to another person

C. Retaliation

The College seeks to create an environment where its students and employees are free, without fear of reprisal, to use its procedures to determine if there has been a violation of their civil rights. Any act of retaliation will result in appropriate disciplinary action.

No person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or other federal, state, or local law, or College policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for Code of Conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege constitutes retaliation. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator or Deputy Coordinators. The exercise of rights protected under the First Amendment does not constitute prohibited retaliation.

D. Other Offenses

This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- Intimidation, defined under this policy as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class.
- Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.
- Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- **Domestic Violence:** Domestic Violence is not defined by Pennsylvania state statute.

Under Pennsylvania Protection From Abuse Act, however, “abuse” is defined as the occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

(1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon. (2) Placing another in reasonable fear of imminent serious bodily injury. (3) The infliction of false imprisonment pursuant to 18 Pa.C.S. § 2903 (relating to false imprisonment). (4) Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services). (5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).

The Clery Act defines Domestic Violence as a felony or misdemeanor crime of violence committed –

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Dating Violence:** Dating Violence is not specifically defined by Pennsylvania state statute.

The Clery Act defines Dating Violence as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- **Sexual Assault:** Under Pennsylvania law, sexual assault occurs when a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent.

The Clery Act defines Sexual Assault as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This includes Rape, Fondling, Incest, and Statutory Rape as defined by the Clery Act.

- **Rape:** Under Pennsylvania law, rape occurs when a person engages in sexual intercourse with a complainant: (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) 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; or (5) who suffers from a mental disability which renders the complainant incapable of consent.

The Clery Act defines Rape as the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

The Clery Act defines Stalking as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- **Consent:** The state of Pennsylvania does not have a definition of consent, in relation to sexual activity. The college defines consent as follows: Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent to a specific sexual contact (such as kissing or fondling) cannot be presumed to be consent for another specific sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Individuals can withdraw consent at any time during sexual

activity by expressing in words or actions that they no longer want the act to continue, and, if that happens, the other person must stop immediately.

II. Scope/Jurisdiction/Application

This policy applies to allegations of discrimination, harassment, and retaliation that take place on NCC property or at College sponsored events and properties within the United States, that are a part of the College educational mission and related activities, and is limited to locations, events, or circumstances over which the College exercised substantial control over both the Responding Party and the context in which the harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College. This policy may also apply to allegations of discrimination, harassment, and retaliation that occur off-campus or to actions online when the Title IX Coordinator or Deputy Coordinator determines that the off-campus or online conduct could have an on-campus impact or impact on the educational mission of the College.

Such impact includes:

- Any action that constitutes a criminal offense as defined by federal, state, or local law;
- Any situation where it appears that the Responding Party may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property, or achievements of others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.

III. Reporting Responsibilities

All College employees who are aware of or witness discrimination, harassment, sexual misconduct, or retaliation are required to promptly report to the Title IX Coordinator or a Deputy Coordinator; or to the Executive Director of Human Resources or his/her designee if the complaint relates to discrimination in employment. Any student who is aware of or who witnesses discrimination, harassment, sexual misconduct, or retaliation is encouraged to promptly report to the Title IX Coordinator or a Deputy Coordinator. All initial contacts will be treated with the maximum possible privacy: specific information on any complaint received by any party will be reported to the Title IX Coordinator or Deputy Coordinator, but, subject to the College's obligation to investigate and redress violations, every reasonable effort will be made to maintain the privacy of those initiating a report of a complaint. In all cases, the College will give consideration to the Reporting Party with respect to how the complaint is pursued but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

Please note: This section addresses reporting obligations for members of our campus community who are made aware of potential violations of this policy. Methods for filing a complaint and the Complaint Resolution Process are detailed in Section IV. Additional resource-related information can be found in Section VIII.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant² and an accused party, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The College will make such accommodations or protective measures, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Department of Public Safety or local law enforcement. Students and employees should contact:

Mr. Brian Shegina
 Title IX Coordinator
 Human Resources Office
 Kopecek Hall, 2nd Floor
 610-861-5460

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, if appropriate. 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate

	<ol style="list-style-type: none"> 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
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Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate
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Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate
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Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate
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Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Northampton Community College complies with Pennsylvania law in recognizing orders of protection. Pennsylvania offers three different civil protection orders, including protection from abuse orders, sexual violence protection orders, and protection from intimidation orders. The qualifications for these protection orders vary per order. For more information about obtaining a civil protection order, contact the Title IX Coordinator, Crime Victims Council of the Lehigh Valley (<https://cvclv.org/>), Turning Point of the Lehigh Valley (<https://www.turningpointlv.org/>), or an attorney to discuss your options.

Protection from Abuse Order (PFA): is a court order issued by a judge that can provide you protective "relief" from someone who is abusing you, for up to three years. An individual who is 18 years of age or more, or teens and children who are accompanied by a parent, an adult household member, or a guardian ad litem, can go to court and ask for a [PFA](#). A PFA can make it illegal for the abuser to contact you or your children.

Sexual Violence Protection Order (SVPO): is a court order designed to protect victims of sexual violence from further abuse and/or intimidation by their abuser, regardless of whether or not criminal charges have been filed against the perpetrator. Similar in many ways to a PFA, the key difference lies in the relationship between the abuser and the victim. While PFAs require an intimate or household relationship between two parties, a SVPO does not and is available to victims of sexual violence who are at continued risk of harm from their perpetrator.

Protection from Intimidation Order (PFI): is appropriate in cases of harassment and stalking where the victim and the perpetrator do not have and have never had a family, household, or

intimate partner relationship AND the victim is under the age of 18 AND the defendant is over the age of 18. PFIs cannot be granted in cases involving two minors, two adults, or where a minor is harassing or stalking an adult. PFIs must be filed by an adult (parent, guardian, or adult household member) on behalf of the minor victim.

Any person who obtains an order of protection from Pennsylvania or any reciprocal state (to register an out of state protection order in Pennsylvania, you must get a certified copy¹ of your protection order from the court that issued it and then file it with the Prothonotary in the county where you are living or staying), should provide a copy to the Department of Public Safety, Local Law Enforcement and the Office of the Title IX Coordinator. A complainant may then meet with the Department of Public Safety to develop a Safety Action Plan, which is a plan for public safety personnel and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.)

The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

The College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

A. Role of the Titles IX Coordinator and Deputy Coordinators

The Title IX Coordinator and Deputy Coordinators are charged with coordinating the College response to reports of misconduct under this policy. The Title IX Coordinator and Deputy Coordinators do not serve as advocates for either the Reporting or Responding Party but rather for all parties involved, thus the roles are to be neutral throughout the process. The Title IX Coordinator or Deputy Coordinators will explain to both parties the informal and formal processes outlined below and the provisions for confidentiality. Where appropriate, the Title IX Coordinator or Deputy Coordinators will provide to both parties' information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX Coordinator and Deputy Coordinators will coordinate with other campus officials to take appropriate interim actions such as no contact orders, academic accommodations, and rearrangement of housing and work assignments. The Title Coordinator and Deputy Coordinators are as follows:

Title IX Coordinator

Brian Shegina

Director of Human Resources

Kopecek 237

bshegina@northampton.edu

610.861.5460

Title IX Deputy Coordinators

Morgan Flagg-Detwiler

First Year Experience Administrator

College Center, Room 203

mflaggdetwiler@northampton.edu

610.861.4187

Janelle Howey

Associate Dean of Student Life

College Center 206B

jhowey@northampton.edu

610.332.6075

Brennan McCarthy

Assistant Athletic Director

Spartan Center, Athletic Suite 133

bmccarthy@northampton.edu

610.332.6280

K. Samantha Schaible

Director, Human Resources

Kopecek 232

kschaible@northampton.edu

610.332.6336

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Northampton Community College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to the Department of Public Safety or local law enforcement. Examples of options for a potential

change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, or if the victim wishes to receive assistance in requesting these accommodations, she or he should contact:

Brian Shegina

Title IX Coordinator

Kopecek 237

bshegina@northampton.edu

610.861.5460

Janelle Howey

Associate Dean of Student Life

College Center 206B

jhowey@northampton.edu

610-332-6075

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Northampton Community College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS	Type of Services	Service Provider	Contact Information
Counseling	Mental Health, Substance Abuse, career & academic counseling; mental health crisis intervention.	NCC Counseling Services	Counseling Services College Center 341 610-332-6178 (Bethlehem Campus) 570-369-1842 (Pocono Campus)
Health	First aid treatment of minor injuries and illnesses, health education and counseling, physicals, immunization clinics, blood pressure monitoring and weight management, over the	NCC Health & Wellness Center at both Bethlehem and Pocono Campuses	Health & Wellness Center College Center 120 610-861-5365 healthcenter@northampton.edu (Bethlehem Campus) Pocono Hall 134 570-369-1718

	counter medication, referrals to community resources		(Pocono Campus)
Mental Health	Mental Health counseling; Mental Health/Crisis Intervention	NCC Counseling Services	Counseling Services College Center 341 610-332-6178 (Bethlehem Campus) 570-369-1842 (Pocono Campus)
Victim Advocacy	Victim Resources, Victims of Abuse assistance, investigations, victims rights and responsibilities, incident reporting	Title IX Office	Title IX Office Kopecek Hall Room 237 610-861-5460
Legal Assistance	Not Offered on Campus (SEE OFF CAMPUS)		
Visa & Immigration	International Student Success; Visa assistance; English as a Second Language	Office of International Affairs	Office of International Affairs College Center 287 610-861-4157
Student Financial Aid	Grant assistance, Financial Aid services, close out interviews, tuition and financial aid estimator, initial loan counseling	Office of Financial Aid	Student Enrollment Center 610.861.5510 financialaid@northampton.edu

OFF CAMPUS	Type of Services	Service Provider	Contact Information
Counseling	Substance Abuse, Mental Health	Substance Abuse & Mental Health Services Administration	1-800-662-HELP (4357)
Health	Medical Assistance, Medical emergencies, SAFE/SANE Nurse for victims of sexual assault	St. Luke's Hospital – Anderson Campus St. Luke's Hospital – Monroe Campus	St. Luke's Anderson 1872 St Luke's Bvd. (866) 785-8537 St. Luke's Monroe 100 St. Luke's Lane 866-785-8537

		LVHN – Muhlenberg Campus	LVHN – Muhlenberg 2545 Schoenersville Rd. 484-884-2521
Mental Health	Crisis intervention, suicide prevention, counseling	Northampton County Crisis Intervention Monroe County Crisis Intervention National Suicide Prevention Hotline	610.252.9060 570-992-0879 Dial 988 Or Text PA to 741741
Victim Advocacy	Services to victims of violence, rape, domestic abuse	Lehigh Valley Crimes Victim Council Monroe County Victim Services PA Coalition Against Rape PA Coalition Against Domestic Violence	610-437-6611 570-517-3052 888-772-7227 800-799-7233
Legal Assistance	Attorney referral and information	The Attorney Referral & Information Service (Northampton County) Monroe County Attorney Referral Program	610-258-6333 570.424.1340
Visa and Immigration	Visa and Immigration Services	United States Immigration Services	1-800-375-5283
Student Financial Aid	FAFSA Assistance, Loan application, general information	U.S. Federal Student Aid	1-800-433-3243

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office for Civil Rights

B. Police Reporting

In addition to required campus reporting, reports may also be made to the police and/or campus security, especially if a crime is or may be involved, by calling the following numbers:

- Emergency - 911
- Bethlehem Township Police (non-emergency number) 610-330-2200
- Pocono Township Police (non-emergency number) 610-330-2200
- Bethlehem City Police (non-emergency number) 610-865-7187
- NCC Public Safety:
 - Bethlehem Campus (24 hrs.): 610-861-5588
 - Pocono Campus: 570-369-1911
 - Fowler: 484-390-3240

C. Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that represent a serious or continuing threat to students or employees. The College will withhold a victim's name and other identifying information while providing enough information for community members to make safety decisions in light of the potential danger.

IV. Complaint Resolution Process

The College will respond to any alleged violation of this policy received by the Title IX Coordinator or Deputy Coordinators. This section outlines ways in which offenses can be reported by individuals choosing to pursue complaint options. Additional resource-related information can be found in Section VIII.

A. Confidentiality and Reporting of Offenses

Northampton Community College will make every effort to safeguard the identities of individuals who seek help and/or report domestic violence, dating violence, sexual assault, stalking, discrimination, harassment, and/or retaliation. While steps are taken to protect the privacy of victims, College's ability to respond may be limited in the event of a request for confidentiality. The College may need to investigate an incident and take action once an allegation is known, whether or not the reporting individual chooses to pursue a complaint.

When a report is made, personally identifiable information (name of Reporting Party, name of Responding Party, etc.) may be initially withheld in cases where the victim is hesitant to come forward. Subsequently, campus officials may need additional information. The College's Title

IX Coordinator or Deputy Coordinator will conduct an initial inquiry, looking for any sign of pattern, predation, violence, or threat. When such exists, institutional action may be required in an effort to ensure campus safety.

Victims may request that directory information on file with the College be withheld by request by contacting:

Office of Records & Registration

Northampton Community College
Student Enrollment Center
3835 Green Pond Road
Bethlehem, PA 18020
record@northampton.edu
610-861-5494

Regardless of whether a victim has opted-out of allowing the College to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

No employee should ever promise absolute confidentiality except those as described below in Section IV.A.2. Reports may be private, but not confidential, as described below in Section IV.A.3. Reports to police and/or Title IX officials do not obligate the Reporting Party to file any criminal or College conduct charges.

The College will not pursue disciplinary action for improper use of alcohol or other drugs against an alleged victim of sexual misconduct or against another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith. See “Good Samaritan Provision,”

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Deliberately false and/or malicious accusations of discrimination, harassment, or retaliation, as opposed to complaints which, even if erroneous, are made in good faith, are just as serious an offense as discrimination, harassment, or retaliation and will be subject to appropriate disciplinary action.

Complaints and reports should be made as soon as possible after an incident.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at St. Luke's Hospital – Anderson Campus, St. Luke's Hospital – Monroe Campus or Lehigh Valley Health Network – Muhlenberg Campus.

In Pennsylvania, evidence may be collected even if you chose not to make a report to law enforcement. . You may request a forensic rape kit and remain anonymous if you so choose to do so, and will not be charged for the examination.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Involvement of Law Enforcement and Campus Authorities

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College's Title IX Coordinator or Deputy Title IX Coordinators will assist any victim with notifying law enforcement if the victim so desires.

The following police department may be reached directly by calling or in person. Additional information about each police department may be found online as well.

- Local Police – Emergency – 911
- **Bethlehem Township Police** (non-emergency number) 610-759-2200
4225 Easton Ave, Bethlehem, PA 18020
www.bethlehemtownship.org/police_about.html
- **Pocono Township Police** (non-emergency number) 570-629-7323
110 Township Drive, Tannersville, PA 18372
www.poconopa.gov/police
- **Bethlehem City Police** (non-emergency number) 610-865-7187
10 E. Church Street, Bethlehem, PA 18018
www.bethlehem-pa.gov/Police
- Campus Security
 - Bethlehem Campus (24 hrs.): 610-861-5588
 - Pocono Campus: 570-369-1911
 - Fowler Campus: 484-390-3240
- Seek immediate **medical attention**. Do not change clothing, shower, bathe, brush teeth or douche. Delay the above and going to the bathroom (if possible) until you are examined as this preserves evidence of the assault. Medical attention should be accessed at a local hospital. Easton Hospital: 610-250-4000
- Muhlenberg Hospital/LVH: 610-402-8000
- St. Luke’s Hospital: 484-526-4000
- Pocono Medical Center: 570-476-3367

Seek **emotional support**. It is important that you talk about this issue and that you tell someone you trust.

On-campus you may contact:

Counseling Services: 610-861-5342

Health and Wellness Center staff: 610-861-5365

Residence Life staff: 610-861-5324 or 610-861-4115

Off-campus you may contact:

- Crime Victims Council/Sexual Assault 24-hour hotline (Bethlehem): 610-437-6610
- Women’s Resources Hotline (Pocono): 570-421-4200
- North Penn Legal Services: 610-317-5317

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly:

Title IX Coordinator

Brian Shegina

Director of Human Resources

Kopecek 237

bshegina@northampton.edu

610.861.5460

Title IX Deputy Coordinators

Morgan Flagg-Detwiler

First Year Experience Administrator

College Center, Room 203

mflaggetwiler@northampton.edu

610.861.4187

Janelle Howey

Associate Dean of Student Life

College Center 206B

jhowey@northampton.edu

610.332.6075

Brennan McCarthy

Assistant Athletic Director

Spartan Center, Athletic Suite 133

bmccarthy@northampton.edu

610.332.6280

K. Samantha Schaible

Benefits Manager, Human Resources

Kopecek 232

kschaible@northampton.edu

610.332.6336

This can be done by calling, writing or coming into the office to report in person and the Department of Public Safety (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to the Department of Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

Adjudication of Violations

The college's disciplinary process includes a prompt, fair, and impartial process from the initial investigation to the final result. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in each policy the institution maintains. However, each procedure allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding.
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the college³ or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking as found in NCC's Title IX Policy.

Options for filing a report include:

1. Anonymous and Third-Party Reporting

The Title IX Coordinator and Deputy Coordinators accept anonymous and third-party reports of conduct alleged to violate this policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or Deputy Coordinators to coordinate an investigation and respond as appropriate. The College may be limited in its ability to investigate an anonymous or third party report unless sufficient information is provided. (See www.northampton.edu/reportit)

2. Confidential Reporting

If a Reporting Party would like the details of an incident to be kept confidential, the Reporting Party may speak with counselors, health service providers, victim services advocates, domestic violence resources, local or state assistance agencies, or members of the clergy who are permitted by law to maintain confidentiality (except in extreme cases of immediacy of threat or danger or abuse of a minor). These sources may submit anonymous statistical information for timely warning and Clery Act purposes. If a Reporting Party is unsure of a resource's ability to maintain confidentiality, the Reporting Party is advised to ask them before talking to them. NCC counselors for students and/or the Employee Assistance Program for employees are available to help free of charge and can be seen on an emergency basis.

3. Private Reporting

Reports to College employees who are not confidential resources listed above in Section IV.A.2. should be treated with the maximum possible privacy. If a Reporting Party is unsure of a resource's ability to maintain privacy, the Reporting Party is advised to ask them before talking to them. The resource will be able to explain the resource's reporting obligations and help a Reporting Party make decisions about who is in the best position to help. If personally identifiable information is shared, it will be shared with as few people as possible under the circumstances and efforts will be made to protect privacy to the greatest extent reasonably possible.

4. Formal Reporting

A Reporting Party is encouraged to speak to College officials, such as the Title IX Coordinator or Deputy Coordinators or NCC Public Safety, to make formal reports. A Reporting Party has the right, and can expect, to have reports taken seriously by the College when formally reported and to have those incidents investigated and properly resolved through these procedures or resolved through informal measures. Formal reporting still affords privacy to the Reporting Party and only a small group of officials who need to know will be told. Information will be shared as necessary with investigator(s), witnesses, the Responding Party, and a hearing board if deemed appropriate. The number of people with this knowledge will be kept as few as reasonably possible to preserve a Reporting Party's rights and privacy.

5. Criminal Reporting

If someone is in immediate danger or is a victim of a crime, call 9-1-1. Some acts of discrimination and harassment may also be crimes, such as sexual assault or stalking. Allegations of criminal conduct should be reported to law enforcement even when it is not clear whether the conduct rises to the level of a crime. Regardless, law enforcement can assist with obtaining medical care, getting immediate law enforcement response and protection, connecting with victim advocate services and counseling support, initiating a criminal investigation as appropriate, and answering questions about the criminal process.

B. Informal Resolution Process

Informal resolution is an alternative to the formal complaint resolution process after a formal complaint has been made to the Title IX Coordinator or respective Title IX Deputy Coordinators. The Title IX Coordinator will determine if informal resolution is appropriate, based on the willingness of the parties and the nature of the alleged conduct. Sanctions are only pursued as the result of an informal resolution process when the parties agree to such an informal resolution process and appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached. The College reserves the right to cancel informal resolution if sufficient evidence suggests a formal investigation or other sanctions or remedies may be necessary and appropriate.

To pursue informal resolution, it is necessary to first make a formal complaint. Anyone participating in informal resolution can stop that process at any time and request to continue through the formal process. Lastly, an informal resolution can be reached while navigating the formal resolution process, if agreed to by both parties.

Except in cases involving criminal activity and/or sexual assault, an employee alleging discrimination, harassment and/or retaliation against an employee under this policy is encouraged to consider an informal resolution. If it is appropriate, an attempt to facilitate an informal resolution of the matter will be made throughout the process. In the event that an informal resolution is not reached, is not appropriate, or is not pursued, the employee who is alleging the discrimination, harassment, or retaliation may initiate a formal investigation.

C. Formal Resolution Process

1. Filing a Complaint

Any individual who believes that this policy has been violated should contact the Title IX Coordinator or any Deputy Coordinator.

a. Complaint Intake

Following receipt of notice or a complaint, a Deputy Coordinator will make an initial determination as to whether the information has merit to reasonably indicate there may have been a violation of College policy. The Deputy Coordinator will then engage with the Reporting Party to confirm the receipt and submission of the formal complaint. After this Initial Inquiry step has been completed and the confirmation of a formal complaint by the Reporting Party, if it appears a violation may have occurred, an investigation of the complaint will begin. If the complaint does not appear to allege a policy violation or if conflict resolution is desired by the Reporting Party and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation. An investigation will be pursued if there is sufficient information to suggest a policy violation, a pattern of misconduct, and/or a perceived threat of further harm to the community or any of its members may exist. Notwithstanding the above, if the conduct alleged in a formal complaint would not constitute sexual harassment even if proved, did not occur in the College's education program or activity, or did not occur against a person in the United States, then the complaint will be dismissed with regard to the alleged conduct.

b. Interim Action

The College will offer supportive measures upon notice of alleged discrimination, harassment, and/or retaliation, and may take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest, or visitor who has violated this policy.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Reporting Party or Responding Party before or after the filing of a formal complaint, or where no formal complaint has been filed. These measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening either party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, safety planning, referral to campus and community resources, and other similar measures. Any supportive measures provided to the Reporting Party or Responding Party shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the

College to provide the supportive measures. The Title IX Coordinator or designee is responsible for coordinating the effective implementation of supportive measures.

The College may remove, on an interim basis, a student, or place an employee on administrative leave pending the completion of the investigation and procedures. The College may also suspend a student organization on an interim basis. Prior to removing a student, the College will undertake an individualized safety and risk analysis in order to determine whether an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and will provide the Responding Party with notice and an opportunity to challenge the decision immediately following removal. In cases in which an interim suspension or administrative leave is imposed, a representative of the student organization or employee will be given the opportunity to meet with an appropriate administrator prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented. Violation of interim provisions, or failure to comply with supportive measures, will be grounds for disciplinary action.

During a removal or administrative leave, a student or employee may be denied access to College housing and/or the College campus, facilities, computer network, resources and/or events, either entirely or with specific application. As determined by the appropriate administrative officer, this restriction includes classes and/or all other College activities or privileges for which the individual might otherwise be eligible. At the discretion of the appropriate administrative officer, alternative coursework options may be pursued to ensure as minimal an impact as possible on the Responding Student. At the discretion of the appropriate administrative officer, alternative employment/work options may be pursued to ensure as minimal an impact as possible on the Responding Employee. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Northampton Community College.

2. Notice of Charges

Once an investigation has begun and thus an Investigator has been assigned, the college will provide the following written notice to all parties involved: (1) a copy of the College's grievance process outlined in this policy; and (2) notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. If the Responding Party is an employee, the written notice will be copied to the employee's department head/director, dean, vice president, and president. If, in the course of an investigation, the College decides to investigate allegations about the Reporting Party or the Responding Party that are not included in the notices provided above, the College will provide notice of the additional allegations to the parties whose identities are known. There shall be a presumption that the Responding Party is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of this grievance process.

3. Investigation

If a Reporting Party wishes to pursue a formal complaint or if the College determines an investigation is necessary, the Title IX Coordinator will assign an investigator, usually within five business days of determining that a formal complaint should proceed. Investigations will be thorough and impartial and will entail interviews with relevant parties and witnesses, and obtaining available evidence. Both the Reporting Party and the Responding Party will have the opportunity to present witnesses with information pertinent to the alleged sexual harassment, sexual misconduct or sexual assault, and any relevant information.

The investigator will document the proceedings including evidence provided, any evidence deemed irrelevant, questions asked and questions also deemed irrelevant with respect to the alleged sexual harassment, sexual misconduct or sexual assault. Written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings will be provided to a party whose participation is invited or expected, with sufficient time for the party to prepare to participate.

Every effort will be made to avoid conflict of interest (real or perceived) during the Investigation and overall Title IX process. The College aims to complete investigations within 60 days, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties. An Investigation may take longer when initial complaints fail to provide direct first-hand information. The College may undertake a short delay (usually 3-10 days, to allow evidence collection) when criminal charges are being investigated. Reporting Parties will be informed, at regular intervals, of the status of the investigation. College action will continue regardless of the status of civil or criminal charges involving the same incident. A Reporting Party may proceed with both a criminal charge and a request for a College resolution simultaneously.

Prior to completion of the investigative report, the College will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

Upon receipt of the Investigative Report, the Title IX Coordinator will forward the report to the parties involved to allow review of the completed report at least ten (10) days prior to a hearing. The Title IX Coordinator will also forward the report to the Title IX deputy overseeing the case, to prepare the Hearing Board for review.

4. Investigation Findings

For Students and Employees

The parties are entitled to a live hearing as part of the grievance process. The Hearing Board will determine if this policy has been violated by using a preponderance of the evidence standard. A finding of a policy violation by a preponderance of the evidence means that it is more likely than not that the policy violation occurred. If it is decided that no policy violation has occurred or that there is insufficient evidence, then the process will end, subject to an appeal as outlined below.

Regardless of the outcome, notice will be delivered in writing by the Hearing Board, to the Reporting Party, the Responding Party, and the Title IX Coordinator.

A live hearing will proceed as follows:

- Both the Reporting and the Responding Party will receive equivalent notice of the process.
- Each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
- Cross-examination is required during the Hearing Board session and will occur after the Hearing Board has completed their round of questioning.
- To facilitate the cross-examination part of the hearing, an advisor must be present for each party. The advisor is the only entity for each respective party that is able to engage in the cross-examination questioning.
- If an advisor is not available to a party, the College will provide an advisor without fee or charge to the party.
- Cross-examination must be conducted directly, orally, and in real time by the party's advisor.
- Only relevant cross-examination and other questions may be asked of a party or witness. Before a party or witness answers a question, the Hearing Board will determine whether the question is relevant, and explain any decision to exclude a question as not relevant.
- The Reporting Party and Responding Party are required to be present throughout the entire Hearing, along with witnesses and the Investigator involved in the case. Failure to participate will result in the striking of their testimony from throughout the process. However, the Hearing Board will not draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the living hearing, or refusal to answer questions.
- The Reporting Party will be entitled to the same opportunity to have others present during a Hearing as is provided to the Responding Party, including residence hall staff and/or a College Support Person.
- Both the Reporting and the Responding Party will have the opportunity to present witnesses with information pertinent to the alleged sexual harassment, sexual misconduct or sexual assault, and any relevant information to the Hearing Board during the conduct process.
- The Reporting Party and Responding Party must be present during the entirety of the hearing. However, at the request of either party, the hearing can be held in the alternative format to allow the parties to be located in separate rooms with technology enabling the

Hearing Board and the parties to simultaneously see and hear the party or witness answer questions.

- Questions and evidence about the Reporting Party's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Reporting Party's prior sexual behavior are offered to prove that someone other than the Responding Party committed the alleged conduct, or if the questions and evidence concern specific incidents of the Reporting Party's prior sexual behavior with respect to the respondent and are offered to prove consent. If the Responding Party is found responsible for the conduct alleged in the complaint, his or her past sexual misconduct, if any, may be considered in determining the appropriate outcome.
- The College will document the proceedings, which shall be made available to the parties for inspection and review.

Following the hearing, the Hearing Board, or designee, shall issue a written determination regarding responsibility for the alleged misconduct. The written determination will be provided to both parties simultaneously, as well as to the Title IX Coordinator. The determination will become final either on the date of notice of a written determination of the result of an appeal, if any, or, if no appeal is filed, the date on which an appeal would no longer be considered timely.

If, following a hearing, the Responding Party is found to have violated College policy, appropriate disciplinary sanctions will be determined by the Hearing Board after consultation with the Title IX Coordinator. The Hearing Board will notify the Reporting Party, the Responding Party, and the Title IX Coordinator in writing of the decision. This written decision must be issued within twenty business days of the date of receipt of the investigative report from the Title IX Coordinator.

5. Sanctions

Sanctions will be issued by the Hearing Board in consultation with the Title IX Coordinator as noted above in Section IV.C.4. Factors considered when determining a sanction may include:

- The nature of, severity of, and circumstances surrounding the violation
- The Responding Party's disciplinary history
- Previously founded complaints or allegations against the Responding Party involving similar conduct
- Any other information deemed relevant by the Title IX Coordinator
- The need to bring an end to the discrimination, harassment, and/or retaliation
- The need to prevent the future recurrence of discrimination, harassment, and/or retaliation

- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community

a. **Student Sanctions**

For examples of the range of potential disciplinary sanctions against students, see the section of the Student Handbook entitled Disciplinary Actions.

b. **Employee Sanctions**

Sanctions for an employee who has violated this policy may include, but are not limited to, verbal or written warning, required counseling, training, demotion, reassignment, suspension, and termination.

6. Appeals

Appeals of the decision of the Hearing Board, and from the dismissal of a formal complaint or any allegations therein, may be filed by the Reporting Party, the Responding Party, or both. All requests for appeal considerations must be submitted in writing to the Title IX Coordinator within five business days of the date of the final written notice.

Appeals are limited to the following bases:

- A procedural irregularity that affected the outcome.
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter. A summary of this new evidence and its potential impact upon the investigation must be included in the appeal.
- The Title IX Coordinator, Investigator, or member of the Hearing Board had a conflict of interest or bias for or against reporting parties or responding parties generally, or the individual Reporting Party or Responding Party that affected the outcome of the matter.
- The sanctions imposed are substantially disproportionate to the severity of the violation.

The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a finding and sanction/responsive action(s) are final. When a party requests an appeal, the other party (parties) will be notified and given an opportunity to respond.

For students: In cases involving student conduct, the Vice President for Student Affairs and Enrollment (or designee) will review the appeal request(s).

For employees: In cases involving employee conduct, the Vice President, Finance and Operations (or designee) will review the appeal request(s).

Where the designee finds that at least one of the grounds is met, and proceeds with the appeal, additional principles governing the hearing of appeals include the following:

- The original decision will only be changed when there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal.
- Each party shall be given a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome subject to appeal.
- Sanctions will not be imposed pending the outcome of the appeal. Interim and/or supportive measures may be imposed and/or continued as appropriate.
- The designee will render a decision within ten business days to the Title IX Coordinator who will normally provide simultaneous written notice of the appeal to all parties within three business days from the date of the appeal review.
- All parties will be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final. Further appeals are not permitted under this policy.

7. Failure to Complete Sanctions

All Responding Parties are expected to comply with conduct sanctions within the time frame specified in their written notice. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and/or suspension, expulsion, and/or termination from the College. For students, failure to comply may result in transcript notation and/or a hold to prevent future registration.

V. Remedial Actions

In addition to the interim actions outlined in Section IV.C.1.b, the Title IX Coordinator (or designee) may provide remedial actions intended to address the short or long-term effects of harassment, discrimination, and/or retaliation. That is, remedial actions may be taken at the conclusion of the process in addition to any actions that may have been taken on an interim basis, in order to redress harm to the Reporting Party and the community and to prevent further harassment or violations. Remedial actions may also be used when, in the judgment of the Title IX Coordinator (or designee), the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on campus of the Responding Party or the ongoing activity of a student organization whose behavior is in question.

These remedies may include referral to counseling and health services or to the Employee Assistance Program, altering the housing situation of a Responding Student, (or the Reporting Party, if desired), altering work arrangements, providing campus escorts, implementing contact limitations between the parties, or offering adjustments to academic deadlines and/or course schedules.

VI. Statement of Rights for Reporting and Responding Parties

Both a Reporting Party and Responding Party will be afforded the following rights under this policy:

- To be treated with respect by College officials
- To take advantage of campus support resources (such as Counseling Services and College Health Services for students, or EAP services for employees)
- To experience a safe educational and work environment
- To have an advisor (students) or representative (employees) during this process
- To refuse to have an allegation resolved through informal procedures
- To be free from retaliation
- To have complaints heard in substantial accordance with these procedures
- To reasonable and necessary participation in the process

VII. Records

In implementing this policy, records of all complaints, resolutions, and hearings will be kept by the Title IX Coordinator indefinitely.

Good Samaritan

The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a victim of sexual misconduct to the Campus security). The College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are

not directly involved but have the choice to intervene, speak up, or do something about it.”⁴ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list⁵ of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- Know your sexual intentions and limits. You have the right to say “NO” to any unwanted sexual contact. If you are uncertain of what you want, ask your partner to respect your feelings.
- Communicate your limits firmly and directly. If you say “No,” say it like you mean it. Avoid giving mixed messages. Back up your words with a firm voice and clear body language. Do not assume that someone will automatically know how you feel or will eventually “get the message” without you having to say anything.
- Remember that some people think that drinking, dressing provocatively, or going to your or your date’s room is saying you are willing to have sex. Be clear up front about your limits in such situations.

⁴ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60*, 779-792.

⁵ Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

- Listen to your gut feelings. If you feel uncomfortable or think you might be at risk, leave the situation immediately and go to a safe place.
- Don't be afraid to "make waves" if you feel threatened. If you feel you are being pressured or coerced into sexual activity, don't hesitate to state your feelings and leave the situation.
- Attend large parties with friends you trust. Agree to "look out" for one another. Leave with the group, not alone. Avoid leaving with people that you don't know very well.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

The following are some strategies to reduce one's risk of sexual assault or harassment (taken

from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

- c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Sexual Offense Educational Programming

Because Northampton Community College recognizes sex discrimination in all its forms as important issues, the College offers annual educational programming to a variety of groups such as: staff, security, Residence Life, Faculty, incoming students, resident and off-campus students and, members of student organizations.

Visit <https://changingourcampus.org/> for more information and resources on avoiding and preventing sexual assault. Additional resources can also be found on the Office on Violence Against Women's resources page here: <https://www.justice.gov/ovw/resources>

Sex Discrimination educational programming may address matters such as: a definition of what constitutes sex discrimination, the causes of sex discrimination, myths involved with sex discrimination, prevention, the relationship between sex discrimination and alcohol use, what to do if you are assaulted, the nature of a rape examination, an explanation of the College sex discrimination policy, how to file charges within the College, its conduct system, and/or with the local police department, men's issues and sexual assault, and campus community resources to assist both the survivor and the accused.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and that:

- A. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. What behavior and actions constitute consent, in reference to sexual activity, in the State of Pennsylvania;
- D. The institution's definition of consent AND the purposes for which that definition is used.
- E. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- F. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- G. Information regarding:
 - a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this document)
 - b. how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
 - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document); and
 - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);

- e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

Primary Prevention and Awareness Programs

These programs include primary educational campaigns consisting of presentations that include distribution of educational materials to new students and employees; participating in and presenting information and materials during new employee orientation; and presenting programs throughout the year.

Specifically, the College offered the following **primary prevention and awareness programs** for all **incoming students** in 2023:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Title IX	Various	Various	DoV, DaV, SA and S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following **primary prevention and awareness programs** for all **new employees** in 2023:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Title IX	Various	Various	DoV, DaV, SA and S
Preventing Sexual Violence Together	Various	Online	DoV, DaV, SA and S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Ongoing Prevention and Awareness Campaigns

The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to current students and employees and presenting programs throughout the year.

The College offered the following **ongoing awareness and prevention programs** for **students** in 2023:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Consent & Respect	VARIOUS	ONLINE	SA
Healthy Relationships	VARIOUS	Student Life Zone	DoV and DaV
Bradbury Sullivan Center – Abuse in Same Sex Relations	VARIOUS	Student Life Zone	DoV, DaV, SA and S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following **ongoing awareness and prevention programs** for **employees** in 2023:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Title IX and Trauma Informed Care	VARIOUS	VARIOUS/ONLINE	DoV, DaV, SA and S
Preventing Sexual Violence Together	VARIOUS	VARIOUS/ONLINE	DoV, DaV, SA and S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Federal Enforcer

The U.S. Department of Education, Office for Civil Rights (OCR) is the federal agency charged with enforcing compliance with Title IX. Individuals with

complaints of this nature always have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)

400 Maryland Avenue, SW

Washington, DC 20202-1100

Customer Service Hotline #: 800.421.3481

Facsimile: 202.453.6012

TDD#: 877.521.2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

REGISTERED SEX OFFENDERS

The Adam Walsh Child Protection and Safety Act of 2006 provides for the registration and tracking of sex offenders. The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the Commonwealth of Pennsylvania, information regarding registered sex offenders who are subject to community notification may be obtained from a community member's respective local municipal police agency and/or the Pennsylvania State Police. This information can be obtained by visiting the Pennsylvania State Police's Megan's Law website at: <http://www.pameganslaw.state.pa.us/>

MISSING STUDENT POLICY

In accordance with the Higher Education Opportunity Act, NCC must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours. The College has adopted a missing student notification policy for students residing in on-campus residential facilities. In addition to registering a general emergency contact, all students residing in on-campus student housing facilities have the option to annually register confidential missing person contact information for a person to be notified by the College in the event the student is officially reported as missing. The College will ensure that all students are able to update their contact information whenever

needed. These procedures and registration process are communicated to students when registering each academic year. The contact information will be confidential, accessible only by authorized campus officials and law enforcement, and may not be disclosed outside a missing person investigation.

If a student has identified such an individual, DPS, or Residence Life officials will notify that individual no later than 24 hours after the student is determined to be missing.

If a member of the College community has reason to believe that a student who resides in on-campus student housing has been missing for 24-hours, they should notify:

- Call the Department of Public Safety by dialing (610) 861-5588, or
- Report in person to the Department of Public Safety at the Public Safety office located next to the Residence Hall,
- Contact the Associate Dean of Student Life at 610-332-6075, or
- Contact the Office of Residence Life at 610-861-5324, in person at the Student Affairs Suite located in College Center Suite 220

All missing student reports *must be referred immediately* to the Department of Public Safety (DPS) at 610-861-5588. DPS will generate a Missing Person report and initiate an investigation.

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Students are advised that, if the missing person is under the age of 18 and is not an emancipated individual, DPS or a representative from Residence Life must and will notify the student's custodial parent or legal guardian, the missing person contact, and the local law enforcement agency with jurisdiction immediately (within 24 hours) after DPS has determined that the student has been missing for more than 24 hours, in addition to notifying any additional contact person designated by the student. Students are advised that, for all missing students, NCC will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If a student has been determined missing for more than 24 hours, in addition to the above notifications, specific procedures to follow include: contacting the student's RAs, checking with emergency health care providers, and taking such other investigative actions as are appropriate under the circumstances. The College will implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

When investigating a missing student report, college staff may enter the resident's assigned room and talk with associates to gather information on the missing student. The College may also issue an ID picture to assist in identifying the student. Vehicle registration information may be utilized for vehicle location and distribution to authorities.

After investigating the Missing Person report, should DPS determine that the student is missing and has been missing for more than 24 hours, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the DPS. If the student is under the age of 18 and is not an emancipated individual, DPS will notify the student's parent or guardian and any other designated contact person within 24 hours. (Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, DPS will notify the local law enforcement authority with jurisdiction and the student's missing person contact no later than 24 hours after the student is determined to be missing, unless the local law enforcement agency was the entity that made the determination that the student was missing)

GENERAL EMERGENCY PROCEDURES

Emergency Alerts:

- Sign up for NCC Alerts, Emergency Text and Email Notifications at: <https://northampton.omnilert.net/subscriber.php>
- Weather Emergencies
- Campus Closings
- Campus Emergencies

Fire:

- Sound any available fire alarm
- Call Public Safety and or 911
 - Give your name
 - Location
 - The exact problem
- If the fire is small, attempt to extinguish with a fire extinguisher (ONLY IF COMFORTABLE)
- If the fire is larger, evacuate the building via the nearest fire exit
- Do Not Panic or Run
- Use the stairwells, do not use the elevators

Radiation/Chemical Spill:

- Call Public Safety with the following information:
 - Type of chemical, if known
 - Any individuals contaminated
 - Extent of injuries
 - Location of incident
 - Name and title of caller
- Pull the fire alarm and evacuate the building
- Once outside, remain at least 500 feet away from the building

Active Attacker:

- **Run**
 - Have an escape route and plan in mind

- Make sure it is safe to leave the area you are in, use your eyes and ears to determine if it is safe to run
- Leave your belongings behind
- Keep your hands visible
- Once in a safe place, call police and give detailed information about what is happening. Do not assume someone else has already called the police.
- **Hide**
 - If unable to run from the danger, your second option should be to hide
 - Find a place that is out of the attacker's sight and remain quiet
 - Do not huddle together, because it makes an easier target
 - Make sure your cell phone is on silent
 - Shut off lights
 - Lock and barricade doors with whatever is available, such as desks, chairs, or door wedges
- **Fight**
 - Fight is the last resort to be used only when your life is in imminent danger
 - Find an object to use as a weapon, such as a fire extinguisher, backpack, book or chair
 - Attempt to incapacitate the attacker; commit to our actions; work with others to disable the assailant
- Everyone can help make the campus a safe place by promptly reporting suspicious activities

Bomb Threat:

- Remain calm
- If you notice a suspicious object or potential bomb on campus: Do Not Handle the Object!
- Clear the area
- Call Public Safety
 - Give your name
 - Location
 - Give an exact description of the object
- Evacuate
 - Walk quickly to the nearest exit
 - If unable to use the elevator, use the stairs
 - Once outside move at least 500 feet from the building
 - **Do Not Re-Enter the Building**
- If you received a phone call about a bomb threat, attempt to ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- Continue talking to the caller as long as possible and record the following information:
 - Time of call
 - Age and gender of caller
 - Speech patterns or accents
 - Emotional state of the caller
 - Any background noise

Severe Weather/Tornado:

- Move to the lowest level in the building

- Stay away from doors, windows & outside walls
- Avoid auditoriums, cafeterias & gymnasiums

Medical Emergency:

- If a serious injury or illness occurs on campus call Public Safety
 - Provide the dispatcher with as much information as possible about the injured person and your locations
 - Public Safety will contact 911 as needed
- All Public Safety personnel are trained in CPR/AED
- Do not move an injured person
- Stay with the injured person and keep them as comfortable as possible until help arrives

Earthquake/Natural Disaster:

- If you are in a building, move away from windows and try to position yourself in a doorway or under a desk/table if possible
- When safe to do so evacuate the building
- Use stairways during the evacuation/**Do Not Use Elevators**
- Contact Public Safety to report injuries or entrapments

Student Misconduct: (non-academic)

Misconduct for which a student is subject to disciplinary action includes the following:

1. Forgery, alteration or misuse of college documents, records or identification fraud; or knowingly furnishing false information to the College.
2. Acting or speaking in a manner seriously disruptive to the normal educational functions of the College, administration of the College disciplinary procedures or other College activities, including its community service functions, or of other authorized activities on College property or at College-sponsored or supervised functions.
3. Assaulting or harassing any person on College property or at College-sponsored or supervised functions; or threatening to do any of those acts; or conduct that threatens or endangers the health or safety of another person.
4. Stealing, concealing, defacing, tampering with, or intentionally damaging College property, or the property of a student, College employee, or campus visitor, or threatening to do so.
5. Unauthorized entry to, or use of, College property, including the failure to leave any of the College buildings or grounds after being requested to do so by an authorized representative of the College while in the performance of his duties.
6. Drinking or possessing any alcoholic beverage* or being intoxicated on Campus.
7. Use, possession, or distribution on College properties or at College-sponsored or supervised functions of controlled or dangerous drugs or substances as defined by state and/or federal law, except as expressly permitted by law.
8. Possession or use on College property or at College-sponsored or supervised functions of any firearm, gun, knife (except a penknife without a switchblade), or other dangerous or deadly weapons of any kind, or of any explosive material or device, except as expressly permitted in writing by the President or their designee.
9. Failure to comply with reasonable directions of college officials acting in performance of their duties, including refusing to furnish identification upon request.

10. Violation of other published College policies or regulations, or violation of federal, commonwealth, or local laws constituting felonies or misdemeanors.

Unless otherwise provided, the above actions will be considered unacceptable conduct on the College campus or any of its branch facilities, including the student residence facilities, and at College-sponsored or supervised functions or in any situation where students officially represent the College away from the campus.

*Students who are age 21 or above may consume alcohol when it is served, with College approval, at a College sponsored event. However, all students, regardless of age, must abide by the laws of the Commonwealth and may not at any time be intoxicated on College property or at a College-sponsored event. The consumption or possession of alcohol, alcohol containers or alcohol paraphernalia, is not permitted in the student apartments, or residence hall.

Disciplinary Actions

- **Warning/Action:** Oral or written expression that the student is in violation of the Code of Student Conduct and the imposed discipline, if any.
- **Interim suspension:** Exclusion from classes and other privileges or activities (not to exceed 15 days) pending final determination of an alleged violation. It is to be invoked only when the presence of the student on campus is detrimental either to the student or to others.
- **Suspension:** Exclusion from classes and/or exclusion from other privileges or activities or from campus for a specific period of time.
- **Housing suspension:** Exclusion from the resident facilities and the general grounds or parking lots surrounding the housing facilities including activities sponsored or supervised by the housing office, for a specific period of time.
- **Housing visitation suspension:** Exclusion from visiting the resident facilities and the general grounds or parking lots surrounding the housing facilities, including activities sponsored or supervised by the housing office, for a specific period of time.
- **Dismissal:** Permanent dismissal from NCC.

Disciplinary action taken by the college is confidential. Any disciplinary action may include additional stipulations (e.g., fines and/or rehabilitative procedures such as counseling and/or community service).

(HEOA) Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a non-forcible sex offense or crime of violence (as defined by the Department of Education), the report on the results of any disciplinary proceedings conducted by such institution against the a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Disciplinary Actions Jurisdiction:

The Associate Dean, Student Affairs or his/her designee is responsible for administering the Student Code of Conduct. The College Committee on Discipline functions to hear all serious offenses and appeals.

The College Committee on Discipline shall be composed of the following: 8 faculty members (at least two who teach at the Pocono campus) elected to a two-year term at large by their peers; 8 students (at least 2 shall take classes at the Pocono Campus) appointed to a one-year term by the Student Senate and/or Pocono Student Governance; and an appointee of the Vice President for Student Affairs.

Note: students may self-nominate or be nominated by their peers or faculty and staff at the College. Elected members of the student governing bodies are automatically eligible for consideration.

A quorum shall consist of the following: 3 persons – including 1 faculty member, 1 student and the appointed administrator. All decisions shall be determined by a majority of those present. Election of faculty and students to this committee will be administered by the office of the Vice President for Student Affairs.

Disciplinary Procedures:

1. The Associate Dean, Student Affairs, or his/her designee, will conduct an investigation of the alleged misconduct. Based on the results of the investigation, the Associate Dean, Student Affairs will either:
 - a. Dismiss the charge
 - b. Impose a disciplinary action in the form of a warning, suspension or interim suspension
 - c. Refer the case to the College Committee on Discipline (all serious cases which may subject the student to suspension from the College will be referred to the committee for initial hearing). The committee will recommend action to the Associate Dean, Student Affairs.
2. The student will receive written notification of:
 - a. The charges lodged against him, including identification of the complainant
 - b. Scheduled time and place of all hearings to include the identity of the person(s) hearing the case. (A student has the right to challenge the composition of the College Committee on Discipline. The Director of Judicial Affairs must be notified in writing of this intent no later than 48 hours prior to the scheduled hearing.) This notification must identify, as precisely as possible, the specific reason for the challenge.
 - c. Any disciplinary action that is to be imposed and the specific period of time for which the disciplinary action will be in effect.
3. All disciplinary actions are to be imposed within 20 consecutive days of the initial written notification of the charges.
4. A student is entitled to assistance by a College friend (who is defined as any member of the faculty or staff or fellow student) and/or counsel. The Associate Dean, Student Affairs must receive written notification from the student of the intent to have counsel and/or a college friend present no later than 48 hours prior to the scheduled procedure.

5. All hearings will be closed unless the student requests an open hearing. Written notification of the student's intention to request an open hearing must be received by the Associate Dean, Student Affairs within 48 hours prior to the hearing.
6. A student, charged with a violation of the code, shall be presumed innocent of those charges until his guilt is determined or the basis of the evidence properly admitted.
7. Refusal by the student to participate in disciplinary proceedings shall result in exclusion from classes and/or exclusion from other privileges or activities or from campus.

Appeals:

A student may appeal a disciplinary decision of the Associate Dean, Student Affairs to the College Committee on Discipline. After hearing an appeal, the committee will recommend action to the Vice President for Student Affairs or his/her designee. In cases where the College Committee on Discipline conducts the initial hearing and recommends action to the Associate Dean, Student Affairs, appeals will be made directly to the Vice President for Student Affairs, or his/her designee, whose decision is final. All appeals must be filed in writing with the Associate Dean, Student Affairs within 10 days from the date the student received notification of the disciplinary action. The student shall identify, as precisely as possible, the basis for appeal.

VEHICLE PARKING REGULATIONS

Vehicles that are parked in areas designated as fire lanes and handicapped parking are subject to being ticketed by the Bethlehem Township Police. All other vehicles parked illegally will be ticketed by the college staff. The cost of a parking fine issued by the college staff is \$10, except illegal handicap parking, which is \$50. A \$10 late fee will be assessed for each ticket not paid within 10 days. Unpaid parking tickets will be posted to the student's hold file in the Student Information System, which will prohibit the student from registration for the subsequent semester, obtaining transcripts, or graduating until the fine is paid.

Bicycle racks are located near the College Center and at the student residence hall. All bicycles are to be parked at these racks and may be chained to the rack. Bicycles are not to be chained or parked in any areas other than those so designated for bicycles. Bicycle riding is not permitted on any college walkway or bridge.

Where do I Park?

You may park in any of the lined spaces in the parking lots on Campus, unless specifically designated for specific uses. Sometimes the parking lots will fill up on the South side of Green Pond Road. When this happens, please use the parking lots North of Green Pond Road (Gates Center). Please do not park on the grass or in fire lanes, loading zones, visitors' spaces, walkways, driveways, or other areas that are marked as restricted parking areas. The college assumes no liability for parked vehicles or personal property. Vehicles owners/operators park at their own risk.

Speed Limit & Abandoned Vehicle Notice:

Our campus speed limit is 15 MPH. Do not leave your vehicle on campus overnight unless you reside on campus. If extenuating circumstance requires your car to remain overnight, inform

Public Safety at (610) 861-5588. Vehicles remaining on campus more than 72 hours will be considered abandoned and will be removed at the owner's expense.

What if I Require Special Parking Arrangements?

Students can request special parking arrangements to accommodate a disability or medical condition by contacting the Office for Disability Services, College Center 249 (610) 861-5342. For employees, contact Human Resources, (610-861-5460).

Do Students Register Their Vehicles?

Only Resident students that live on campus are required to register their vehicles. Students will register before moving in. Commuter students are encouraged to register their vehicles with Public Safety.

Should Staff Register Their Vehicles?

YES - Registered staff vehicles are issued a sticker that authorizes parking in designated staff areas. Staff can register their vehicles by calling the Facilities Office at 610- 861-5301 between 8 a.m. and 5 p.m. daily.

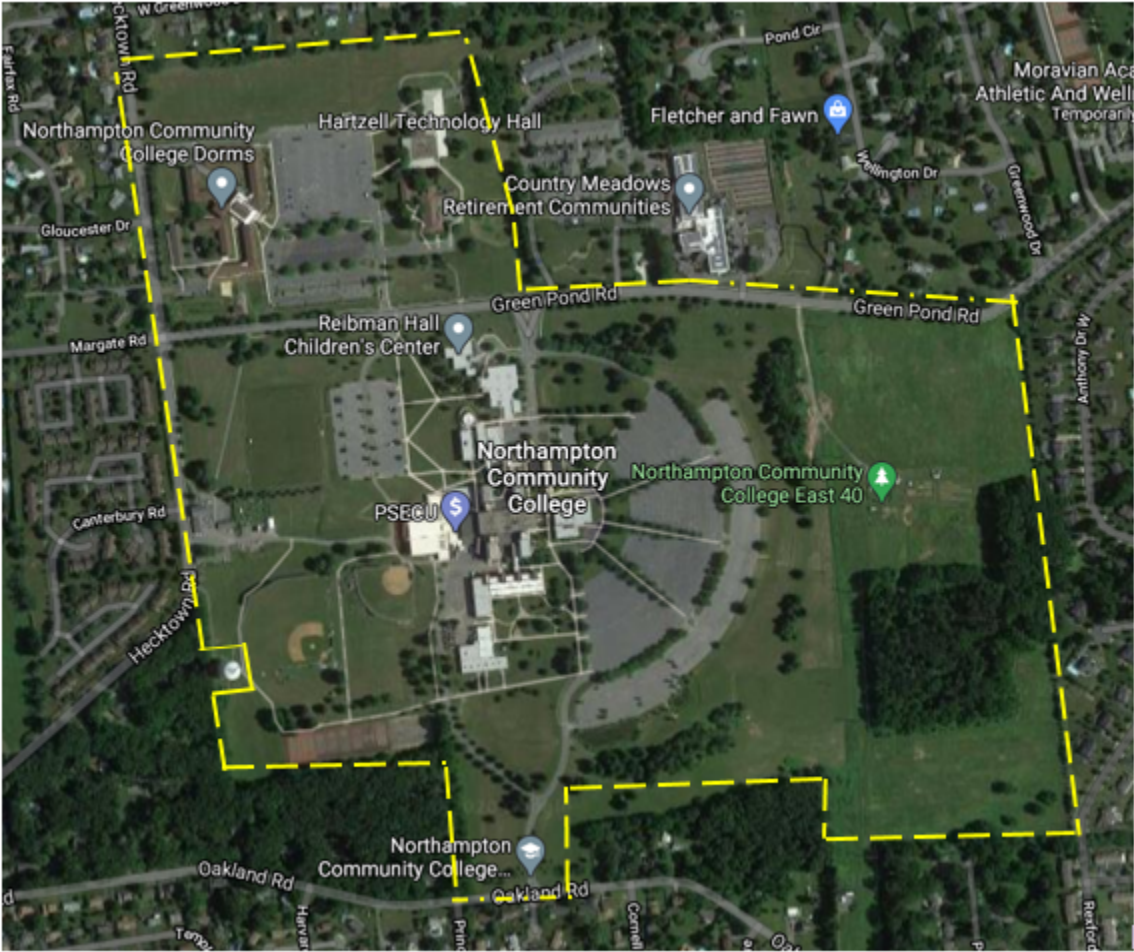
Where can I Park my Motorcycle?

In the first row of Lot C there is designated motorcycle parking as well as Communications Hall.

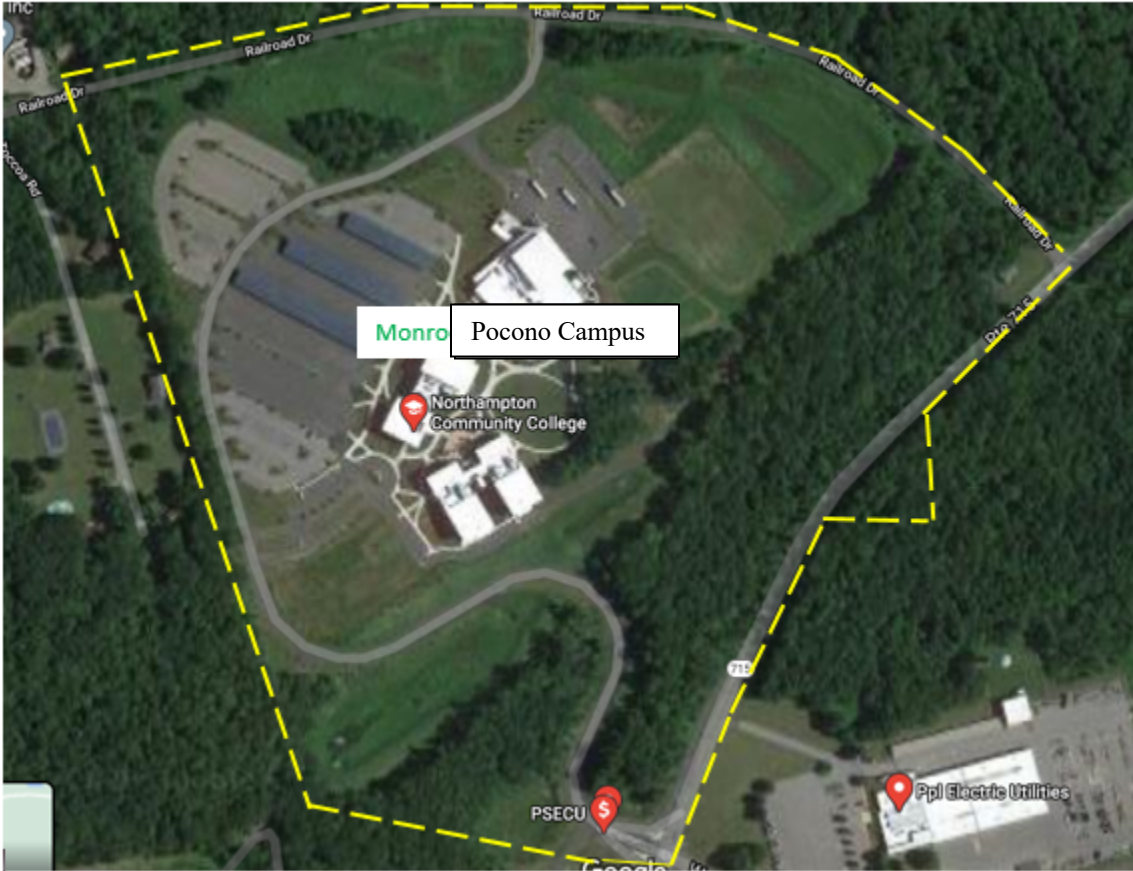
Crime Tip Line:

The Public Safety office maintains a confidential crime tip line 610-861-4129. This is a confidential message center that students or staff may use to provide College authorities with anonymous information concerning crimes on campus or other code violations.

Bethlehem Campus



Pocono Campus



Fowler Center
Bethlehem City

