

NORTHAMPTON COMMUNITY COLLEGE

2023

ANNUAL SECURITY AND FIRE SAFETY REPORT



2023 ANNUAL SECURITY AND FIRE REPORT FOR
Bethlehem Campus-Monroe Campus- Fowler Center
(Unless otherwise noted, all policies and procedures mentioned in this document apply to all sites)

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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 Monroe 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

Campus community members - students, faculty, staff, and guests - are encouraged to report all criminal actions, emergencies, or other public safety related incidents occurring within the College's Clery geography to the NCC Department of Public Safety in an accurate, prompt, and timely manner.

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. However, criminal incidents or incidents off campus can be reported to the Bethlehem Township Police Department for main campus, Bethlehem Police Department for the Fowler Campus, and the Pocono Township Police Department for the Monroe Campus. 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 – Main	3835 Green Pond Road, Bethlehem Township, PA 18020	610-861-5588
Public Safety – Monroe	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 – 2 nd Floor Kopecek Hall	610-861-4558
Human Resources	College Center – 4 th 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 borough and county 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.

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.

Confidential Reporting:

Students 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, which can be done directly 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. The Clery Act recognizes certain University 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.”

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.

REPORTING A CRIME TO LOCAL POLICE AGENCIES

A person reporting a crime to the Department of Public Safety 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
Monroe Campus	Pocono Township Police	(570) 629-7200
Fowler Campus	City of Bethlehem Police	(610) 865-7187

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 OF NON-CAMPUS STUDENT ORGANIZATIONS

NCC does not have any non-campus 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 Monroe 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 (main campus), Pocono Township Police Department (Monroe 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 with the listed agencies.

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:

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.

NOTIFYING THE COLLEGE COMMUNITY ABOUT CRIMES

Timely Warnings:

In an effort to provide timely notice to the campus community in the event of a Clery Act Crime that may pose a serious or ongoing threat to members of the community, the College issues “Timely Warnings.” The College may issue a Timely Warning for the following: *arson; aggravated assault; criminal homicide; domestic violence; dating violence; robbery; burglary; motor vehicle theft; sexual assault; hate crimes; and stalking*. The College may also issue a Timely Warning for alcohol, drug, and weapon arrests or referrals that may cause a continuing threat to the community. The Department of Public Safety will distribute these warnings through a variety of ways, including 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 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. NCC will immediately notify the campus community upon confirmation of an emergency or dangerous situation. 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. Omnilert is available for all campus locations and can be signed up for here: <https://northampton.omnilert.net/subscriber.php>

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, along with important information. ALERTUS also has IP mass notification capabilities, so the alert will show up on all network computers as well.

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) that there is a significant emergency and then immediately contacts the Chief of Public

Safety or his designee, who quickly evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification. The Chief of Public Safety or his designee has the ability and authority to issue an alert 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. Pre-canned messages have been prepared as part of the emergency notification system to aid in rapid communication processes. In situations lacking the presence of an imminent threat, the Chief of Public Safety or his designee consults with the President, Vice President for Academic Affairs, and/or other college offices, prior to an alert being issued. When an immediate emergency notification is sent out the College 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 his 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.

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.

We encourage employees, students and members of the surrounding campus community to enroll in NCC’s Omnilert notification system. The system is an opt-in system, and therefore the student and/or employee must sign-up for alerts. They are encouraged to visit the NCC Omnilert portal at <https://northampton.omnilert.net/subscriber.php> and add phone numbers and additional e-mails.

Drills, Exercises, and Training:

To ensure the campus emergency management plans remain current and actionable all campus sites conduct at least one test/drill exercise annually. 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 and will be publicized as part of the annual test/ drill.

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
- 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.*

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 at the Public Safety office 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. An annual written request for Clery Crime information is made to local law enforcement agencies (Bethlehem City, Bethlehem Township, Pocono Township, and Easton Police) 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>

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.

Negligent Manslaughter – 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	Total
Criminal Homicide: Murder/Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Criminal Homicide: Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Sexual Assault: Rape	2022	3	2	0	0	3
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Sexual Assault: Fondling	2022	1	1	0	0	1
	2021	1	1	0	0	1
	2020	1	1	0	0	1
Sexual Assault: Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Sexual Assault: Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	1	1	0	0	1
Burglary	2022	2	2	0	0	2
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arson	2022	1	1	0	0	1
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arrests						
Weapons Violations	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

Offenses	Year	On Campus	Residence Facilities	Non Campus	Public Property	Total
Drug Violations	2022	5	5	0	0	5
	2021	6	6	0	0	6
	2020	7	3	0	0	7
Liquor Law Violations	2022	0	0	0	0	0
	2021	1	1	0	0	1
	2020	0	0	0	0	0
Referred for Disciplinary Actions						
Weapons Violations	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Violations	2022	28	23	0	0	28
	2021	16	14	0	0	16
	2020	7	6	0	0	7
Liquor Violations	2022	33	29	0	0	33
	2021	8	8	0	0	8
	2020	3	3	0	0	3
NORTHAMPTON COMMUNITY COLLEGE BETHLEHEM CAMPUS VAWA STATISTICS						
Offenses	Year	On Campus	Residence Facilities	Non Campus	Public Property	Total
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	1	0	0	0	1
Dating Violence	2022	4	4	0	0	4
	2021	0	0	0	0	0
	2020	3	3	0	0	3
Stalking	2022	2	1	0	0	2
	2021	0	0	0	0	0
	2020	0	0	0	0	0

Hate Crimes:

2022 – (2) Hate Crimes

1 – Rape based on Sexual Orientation, On-Campus

1 – Vandalism based on Race, On-Campus

2021 – (1) Hate Crime

1 – Intimidation based on Gender, On-Campus

2020 – (1) Hate Crime

1 – Intimidation based on Race, On-Campus, Residence Hall

Additional Crimes: The Bethlehem Township Police reported no additional crimes.

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

Offense Type	Year	On Campus	Residence Facilities	Non Campus	Public Property	Total
Criminal Homicide: Murder/Non-Negligent Manslaughter	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Criminal Homicide: Negligent Manslaughter	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Sexual Assault: Rape	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Sexual Assault: Fondling	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Sexual Assault: Incest	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Sexual Assault: Statutory Rape	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Robbery	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Aggravated Assault	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Burglary	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Motor Vehicle Theft	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Arson	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Arrests						
Weapons Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0

Offense Type	Year	On Campus	Residence Facilities	Non Campus	Public Property	Total
Drug Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	3	3
	2020	0	N/A	0	0	0
Liquor Law Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Referred for Disciplinary Action						
Weapons Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Drug Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Liquor Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
NORTHAMPTON COMMUNITY COLLEGE FOWLER CENTER VAWA STATISTICS						
Offenses	Year	On Campus	Residence Facilities	Non Campus	Public Property	Total
Domestic Violence	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Dating Violence	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Stalking	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0

Hate Crimes:

There were no Hate Crimes at the Fowler Campus for 2022, 2021 or 2020

***Additional Crimes:**

The City of Bethlehem Police Department reported the following additional crimes within our public property:

- (1) 01/06/2022 at 0203 hours, E 3rd St. and Fillmore St., Report # 2022-000668
Drug Abuse Violations – Possession - Marijuana
- (2) 02/13/2022 at 1516 hours, E. 3rd St. and Fillmore St., Report # 2022-006310
Drug Abuse Violations – Possession - Marijuana

NORTHAMPTON COMMUNITY COLLEGE
MONROE CAMPUS CRIME STATISTICS
 2411 Route 715 Tannersville, PA 18372

Offense Type	Year	On Campus	Residence Facilities	Non Campus	Public Property	Total
Criminal Homicide: Murder/Non-Negligent Manslaughter	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Criminal Homicide: Negligent Manslaughter	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Sexual Assault: Rape	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Sexual Assault: Fondling	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Sexual Assault: Statutory Rape	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Sexual Assault: Incest	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Robbery	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Aggravated Assault	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Burglary	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Motor Vehicle Theft	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Arson	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Arrests						
Weapons Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0

Offense Type	Year	On Campus	Residence Facilities	Non Campus	Public Property	Total
Drug Violations	2022	3	N/A	0	0	3
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Liquor Law Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Referral for Disciplinary Action						
Weapons Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Drug Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Liquor Law Violations	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
NORTHAMPTON COMMUNITY COLLEGE MONROE CAMPUS VAWA STATISTICS						
Domestic Violence	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Dating Violence	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0
Stalking	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	N/A	0	0	0

Hate Crimes:

There were no Hate Crime for the Monroe Campus for 2022, 2021, 2020

Additional Crimes:

The Pocono Township Police Department did not report any additional crimes that occurred within our Clery Geography.

UNFOUNDED CRIMES

If a Clery Act crime is reported as occurring in any of the College's Clery Act geographic categories and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." *Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.*

NORTHAMPTON COMMUNITY COLLEGE						
Unfounded Crimes						
Offense Type	Year	Bethlehem Campus	Easton Campus	Fowler Campus	Monroe Campus	Total
Unfounded Crimes	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
	2020	0	0	0	0	0

****The Easton Campus lease was not renewed and as of 2021 is no longer a campus****

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:

2022 – Student FTE: 4629/Employee FTE: 774 = 5403
 2021 – Student FTE: 5646/ Employee FTE: 0971 = 6617
 2020 – Student FTE: 6409/ Employee FTE: 1107 = 7516

Monroe Campus Jurisdiction Population:

2022 – Student FTE: 944/Employee FTE: 157 = 1101
 2021 – Student FTE: 5646/ Employee FTE: 0971 = 6617
 2020 – Student FTE: 6409/ Employee FTE: 1107 = 7516

Fowler Campus Jurisdiction Population:

2022 – Student FTE: 62/Employee FTE: 178 = 240
 2021 – Student FTE: 5646/ Employee FTE: 0971 = 6617
 2020 – Student FTE: 6409/ Employee FTE: 1107 = 7516

CAMPUS: <i>Bethlehem</i>	2022		2021		2020	
	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	55.52	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	1	13.30
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)	1	18.51	0	0	0	0
Burglary						
Forcible Entry	0	0	0	0	0	0
Unlawful Entry – No Force	1	18.51	0	0	0	0
Attempted Forcible Entry	0	0	0	0	0	0
Larceny – Theft (Except Motor Vehicles)	9	166.57	9	136.01	17	226.18
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	1	18.51	0	0	0	0
TOTAL PART I OFFENSES	15	277.62	9	136.01	18	239.48

CAMPUS: <i>Bethlehem</i>	2022	2021	2020
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PART II OFFENSES	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE
Assaults: Non-Aggravated	2	37.02	0	0	1	13.30
Forgery & Counterfeiting	0	0	0	0	0	0
Fraud	2	37.02	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property: Rec., Poss	0	0	0	0	0	0
Vandalism	8	148.06	5	75.56	3	39.91
Weapons: Carrying, Poss.	0	0	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0
All Other Sex Offenses	0	0	1	15.11	1	13.30
Drug Abuse Violations						
Opium-Cocaine: Sale	0	0	0	0	0	0
Marijuana: Sale	0	0	1	15.11	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	31	573.76	20	302.25	11	146.35
Synthetic	0	0	0	0	0	0
Other	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	28	518.23	8	120.90	3	39.91
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	0	0	1	15.11	0	0
Vagrancy	0	0	0	0	0	0
All Other Offenses: Harassment, Threats, Trespassing, etc.	7	129.56	4	60.45	1	13.30
TOTAL PART II Offenses	78	1443.64	40	604.50	20	266.09

CAMPUS: <i>Fowler</i>	2022	2021	2020
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PART I OFFENSES	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE
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)	1	416.67	2	30.23	1	13.30
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	1	416.67	2	30.23	1	13.30

CAMPUS: <i>Fowler</i>	2022		2021		2020	
	ACTUAL	*CRIME	ACTUAL	*CRIME	ACTUAL	*CRIME

PART II OFFENSES	OFFENSES	RATE	OFFENSES	RATE	OFFENSES	RATE
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	1	15.11	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	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	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.	2	833.33	0	0	0	0
TOTAL PART II Offenses	2	833.33	1	15.11	0	0
CAMPUS: Monroe	2022		2021		2020	

PART I OFFENSES	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE	ACTUAL OFFENSES	*CRIME RATE
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)	1	90.82	0	0	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	1	90.82	0	0	0	0

CAMPUS: <i>Monroe</i>	2022		2021		2020	
	ACTUAL	*CRIME	ACTUAL	*CRIME	ACTUAL	*CRIME

PART II OFFENSES	OFFENSES	RATE	OFFENSES	RATE	OFFENSES	RATE
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	1	90.82	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	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0
Liquor Laws	0	0	0	0	1	13.30
Drunkenness	0	0	0	0	0	0
Disordery Conduct	0	0	0	0	2	26.61
Vagrancy	0	0	0	0	0	0
All Other Offenses: Harassment, Threats, Tresspassing, etc.	1	90.82	1	15.11	0	0
TOTAL PART II Offenses	2	181.65	1	15.11	3	39.91



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.*

Residence Halls & Apartments: 3835 Green Pond Road Bethlehem Pa. 18020				
Date Reported	Nature	Date & Time of Fire	Location	Damage
3/2/2022	Microwave Fire	3/2/22 11:25PM	Residence Hall 2200 Wing	\$0
2021	<i>No Fires Reported in 2021</i>			
2020	<i>No Fires Reported in 2020</i>			

**There are 12 furnished apartments, which house 48 students, and one traditional Residence Hall that houses approximately 600 students. All new and returning students are eligible to apply. **

FIRE SAFETY INFORMATION:

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.

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 area at the opposite end of the apartments from the apartment parking lot.

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.

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.

Fire Safety 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.*

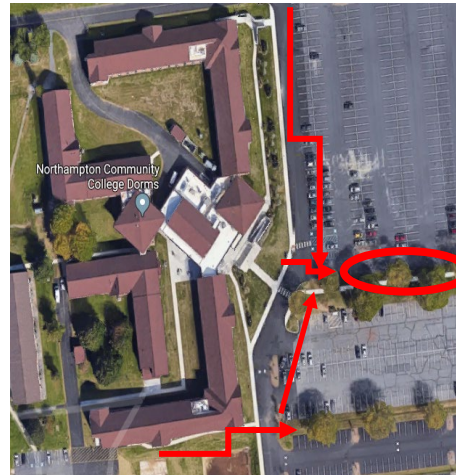
Scheduled Tests / Drills for Residence Facilities

Year	Residence Hall	Apartments	Location	Fire Drill	Table Top	Other
2022	1	1	3835 Green Pond Road Bethlehem, PA 18020	X		
2021	1	0	3835 Green Pond Road Bethlehem, PA 18020		X	(Alertus)
2020	2	1	3835 Green Pond Road Bethlehem, PA 18020	X	X	

Apartment Evacuation Zone



Residence Hall Evacuation Zone



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, smoking and open flames 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:

Any person seeing fire or smoke shall pull a fire alarm in the immediate area, go to the closest telephone, and report the fire to 911 and Public Safety (610-861-5588) immediately. In the event of an alarm failure, notify Public Safety to effect a room-by-room evacuation. (*Dial 5588 from any campus phone*)

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, or 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, Bethlehem Township, City of Easton and Pocono Township:** 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 the Pennsylvania Liquor Control Board's website at:

http://www.lcb.state.pa.us/portal/server.pt/community/pennsylvania_liquor_control_board/17476

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.

Penalties for first-time violators of the Act range from 30 days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to 15 years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age, who is convicted for violating the Act, shall be sentenced to a minimum of at least one-year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a college is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.

The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.

The Vehicle Code, 75 Pa. C.S.A. 3802 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of 30 days.

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 at: <http://www.justice.gov/dea/druginfo/ftp3.shtml> 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:

1. Alcohol:

The following information pertaining to alcohol is from What Works: Schools Without Drugs, U.S. Department of Education (1992): Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including partner and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs, such as the brain and the liver.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of suffering health related problems.

2. Prescription Stimulant Medicines:

Short-term effects: Increased alertness, attention, energy; increased blood pressure and heart rate; narrowed blood vessels; increased blood sugar; opened-up breathing passages. In high doses dangerously high body temperature and irregular heartbeat; heart failure; seizures.

Long-term effects: Heart problems, psychosis, anger, paranoia.

Examples: Commercial names: Adderall, Bensedrine, Concerta, And Ritalin. Street names: Bennies, Black Beauties, Crosses, Hearts, LA Turnaround, Speed, Truck Drivers, Uppers, JIF, MPH, R-ball, Skippy, Vitamin R.

3. Depressants:

Short-term effects: Small amounts can produce calmness and relaxed muscles, while larger doses can cause slurred speech, staggering gait, and altered perception.

Long-term effects: Confusion; depression; loss of coordination; tolerance (physical and psychological); overdose may cause coma or death; can be lethal when combined with alcohol.

Examples: Alcohol, prescription drugs like Valium and Xanax, sleeping pills.

4. Hallucinogens:

Short-term effects: Unpredictable, depending upon dosage and user's personality, mood and expectations. Hallucinations; panic; irrational behaviors since drug blocks pain receptors (which can lead to increased risk of accidents and injuries); muscular condition worsens; senses dulled; speech blocked and incoherent.

Long-term effects: Flashbacks (certain aspects of LSD experience recur even though user is not taking drug); tolerance; overdose can lead to convulsions, coma and death.

Examples: LSD, PCP, DMT, STP, mescaline.

5. Inhalants:

Short-term effects: Act directly on central nervous system to produce mind-altering effect; slows down body functions; alcohol-like effects such as slurred speech, loss of coordination; euphoria, dizziness; hallucinations and delusions.

Long-term effects: Kidney abnormalities; liver damage; memory impairment; attention deficits; diminished non-verbal intelligence; death resulting from heart failure, asphyxiation, or aspiration; addiction.

Examples: Glue, lighter fluid, cleaning fluids, and paint products.

6. Marijuana:

Short-term effects: Sensory distortion; Increase in heart rate with possible anxiety/panic; decreased reaction time; poor coordination of movement.

Long-term effects: Respiratory and lung problems; immune system suppression personality and mood changes; and lower levels of the sex hormone testosterone and an increase in abnormal sperm count in men.

7. Narcotics:

Short-term effects: Initial feeling of euphoria followed by drowsiness, nausea, and vomiting; constricted pupils; watery eyes and itching.

Long-term effects: Malnutrition; collapsed veins; liver disease; use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis; addiction; tolerance; overdose leading to convulsions, coma and death.

Examples: Heroin, opium, morphine, codeine and prescription pain pills like Percocet.

Heroin has become headline news. According to the Centers for Disease Control and Prevention (CDC), the number of heroin-related deaths rose nearly 300 percent in a recent ten-year period. People who were not normally considered “at-risk” are falling victim to the drug, with some of the greatest increase of abuse occurring in women and those with higher income.

8. Opioids:

“Opioids” is a term for drugs that bind to opioid receptors in the body. They include everything from heroin and fentanyl to prescription pills like oxycodone (OxyContin®), hydrocodone (Vicodin®), codeine and morphine. It is a huge bucket, since it covers illegal substances as well as drugs prescribed by doctors. Which, actually, is part of the issue: regular use of opioid drugs, even as prescribed by a doctor or medical professional, can lead to dependence.

Addiction is not limited to the people using just the illegal opioids, like heroin. Misuse of prescription opioids is a huge part of the epidemic. Misuse includes people with a prescription not taking it as prescribed. Taking too many pills at once, for example or people without a prescription taking pills they get from a family medicine cabinet, friends, random strangers at a party or drug dealers selling pills illegally.

Taking opioids at too high of a dose, or for too long a period of time, increases the risk of addiction, overdose, and death. The likelihood of using opioid painkillers long-term spikes after just five days of use. And because of this, a lot of people are dying. In 2016, more than 42,249 people died of opioid overdoses and more than 115 people die every day.

NCC has resources for individuals dealing with narcotics addiction. See section E. Drug and Alcohol Counseling Opportunities.

9. Illicit Stimulants:

Short-term effects: Increase alertness, attention, and energy as well as elevate blood pressure, heart rate, and respiration. When taken non- medically can induce a feeling of euphoria and increase blood glucose.

Long-term effects: Non-medical cognitive enhancement poses potential health risks, including addiction, dangerously high body temperature and an irregular heartbeat, cardiovascular failure or seizures, feelings of hostility or paranoia and even psychosis.

Examples: Cocaine, crystal meth, speed, over the counter cold remedies, prescriptions such as Ritalin and diet drugs.

10. Synthetic/Designer Drugs:

Bath Salts:

Short-term effects: Increase in heart rate; elevated blood pressure; agitation; anxiety; hallucinations; extreme paranoia; delusions; agitation; suicidal thoughts; irregular heartbeat; chest pain; headaches; trouble sleeping; loss of appetite; depression; changes in personality; and disturbed speech or behavior. *Long-term effects:* Not yet known; however, Bath Salts are believed to cause damage to neurotransmitters in the brain and cause mental health problems (including psychosis).

Common Street Name(s): “Bath salt” stimulant products are sold in powder form in small plastic or foil packages of 200 and 500 milligrams under various brand names including: Bliss, Blue Silk, Cloud Nine, Drone, Energy-1, Ivory Wave, Lunar Wave, Meow Meow, Ocean Burst, Pure Ivory, Purple Wave, Red Dove, Snow Leopard, Stardust, Vanilla Sky, White Dove, White Knight, and White Lightening.

Club Drugs:

Short-term effects: May interfere with body’s ability to regulate temperature; many of same risks as users of stimulants and amphetamines, such as increases in heart rate and blood pressure; muscle tension, involuntary teeth clenching; nausea; blurred vision; faintness and chills or sweating.

Examples: MDMA (Ecstasy), GHB, GBL.

Smiles or 2C-I:

In July 2012, a synthetic drug often called, “Smiles” was added as a Schedule I substance under the Synthetic Drug Abuse Prevention Act of 2012, marking it as a dangerous and illegal substance.

Common Street Name(s): Isabel, Izzy

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 Monroe 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

NCC's Alcohol & Other Drugs Task Force
College Center 3rd FL, Suite 341
Bethlehem, PA 18020
Phone: (610) 861-5342

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

Narcotics Anonymous: <http://www.na.org/>

Northampton County Drug & Alcohol 2801 Emrick Boulevard
Bethlehem, PA 18020
Phone: 610-829-4725 (non-emergency)
Phone: 610-252-9060 (emergency)
<http://www.northamptoncounty.org/northampton/cwp/view.asp?A=1528&Q=620637>

American Psychiatric Association: <http://healthyminds.org>

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/campus-life/office-of-student-affairs-and-enrollment/student-conduct-and-academic-honesty.htm> 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.
- NCC's Alcohol & Other Drugs (AOD) Task Force:
The AOD Task Force is a group of NCC faculty, staff and students with an interest in substance use, misuse and abuse. This group plans and runs programming throughout the academic year with the goal of educating the NCC community about the dangers of drugs of abuse. Programming includes community speakers as well as information on current drug trends and partnering with community organizations in the addictions field.

GENERAL COLLEGE POLICIES ON SUBSTANCE ABUSE & CRIMINAL RECORDS

Drinking or possessing alcoholic beverages is prohibited on campus unless specifically approved by the President or his 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.htm>

Title IX: Discrimination, Harassment, and Sexual Misconduct Policy

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.
- 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.

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.

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.

For a roster of the Title IX Coordinator and Deputy Coordinators, please visit: www.northampton.edu/titleix

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

- Monroe 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 crime alerts 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 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.

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,” Appendix 4

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.

If the incident is an assault:

Report the incident:

- Local Police – Emergency – 911
- Bethlehem Township Police (non-emergency number) 610-759-2200
- Pocono Township Police (non-emergency number) 570-629-7323
- Bethlehem City Police (non-emergency number) 610-865-7187
- Campus Security
 - Bethlehem Campus (24 hrs.): 610-861-5588
 - Monroe Campus: 570-369-1911
 - Fowler: 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 (Monroe): 570-421-4200
- North Penn Legal Services: 610-317-5317

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 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.

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.

Appendix

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.

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.
- 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.

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 www.notalone.gov for more information and resources on avoiding and preventing sexual assault.

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.

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. 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

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 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.

After investigating the Missing Person report, should DPS determine that the student is missing and has been missing for more than 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 emergency 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.

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 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.

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.

GENERAL EMERGENCY PROCEDURES

Emergency Alerts:

- Sign up for NCC Alerts, Emergency Text and Email Notifications at: <http://webapp.northampton.edu/alerts/>
- 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 his 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. However, upon written request, alleged victims of any non-forcible sex offense or crime of violence (as defined by the Department of Education) will be notified of the results of any disciplinary proceedings against the accused student. If the alleged victim is deceased due to the crime or offense, the next of kin will be notified of the results upon written request. Any disciplinary action may include additional stipulations (e.g., fines and/or rehabilitative procedures such as counseling and/or community service).

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 Monroe campus) elected to a two-year term at large by their peers; 8 students (at least 2 shall take classes at the Monroe Campus) appointed to a one-year term by the Student Senate and/or Monroe 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 \$25. 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.

SAFETY INFORMATION AND ALERTS

Emergency Communications:

The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. Based on the severity of the incident notification may be sent via text, e-mail, Facebook, Twitter and/or phone calls. Additional, information may follow in the NCC News, via e-mail, and in The Commuter with information regarding incidents on campus. Staff and students should also read the NCC News for periodic articles on how to keep NCC a safe campus, and for the annual publishing of the Annual Security and Fire Safety Report. Additionally, the NCC News will also be used to announce special programming events with regards to safety and security issues. A campus crime report is available upon request to the Chief of Public Safety, Student Enrollment Office, or the Office of Student Affairs.

Sign up for emergency notifications via text message at: <http://webapp.northampton.edu/alerts/>

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.

Emergency Phones (Bethlehem & Monroe Campus Locations)

Emergency phones are located in many parking lots and are for public use to request help. Simply press and hold the button to call Public Safety. When Public Safety answers please indicate the nature of your emergency and your location (use the number on the pole). There are additional phones located throughout the Bethlehem campus for emergency use:

Bethlehem Campus

- Kopecek Hall South 1st floor by the elevator.
- Kopecek Hall Plaza level by the stairway.
- Commonwealth Hall in the hallway by room 126.
- Penn Hall first floor East end near room 109.
- College Center first floor by the Health Center.
- College Center first floor main lobby entrance.
- College Center South entrance by Receiving auto door.
- College Center third floor by room 334A.
- College Center fourth floor by the main elevator.
- Richardson Hall first floor in the South stairway by the elevator.
- Richardson Hall basement by Room 10.
- Richardson Hall East side exterior wall by handicap lot.



- Richardson Hall North entrance outside wall.
- Communications Hall by the restrooms.
- Reibman Hall Playground-West side on porch.
- Alumni Hall by Hampton Winds Restaurant.
- Hartzell Hall outside the main entrance between County Hall & Hartzel.
- Hartzell Hall Lobby by room 153.
- Hartzell Hall near room 187.
- Residence Hall outside the main entrance.
- Spartan Center North entrance by the Fitness Center.
- Student Enrollment Center Lobby.

Monroe Campus

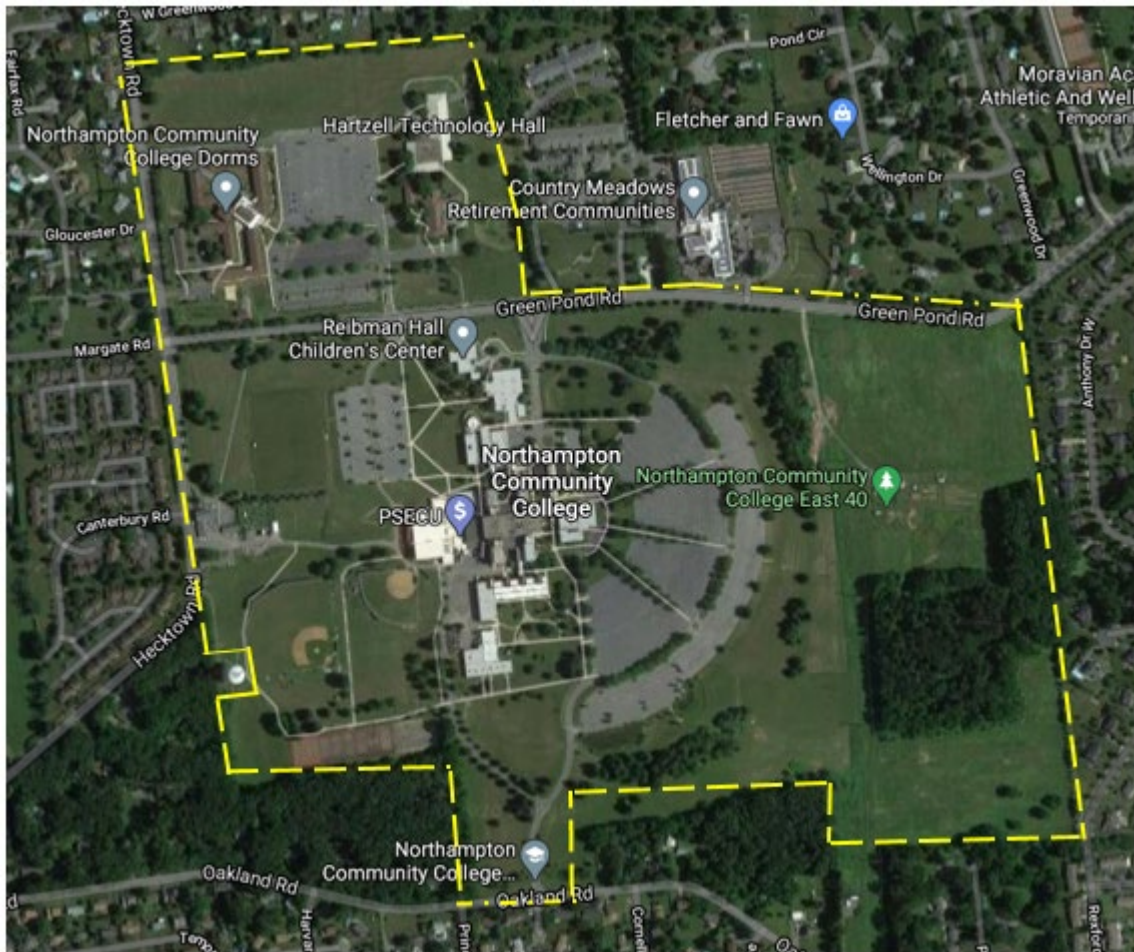
- Lot A
- Lot C
- Lot E
- Lot G
- Main Entrance-Kapp Hall
- Main Entrance-Keystone Hall (from lot B)
- Main Entrance- Pocono Hall (North entrance by 108)





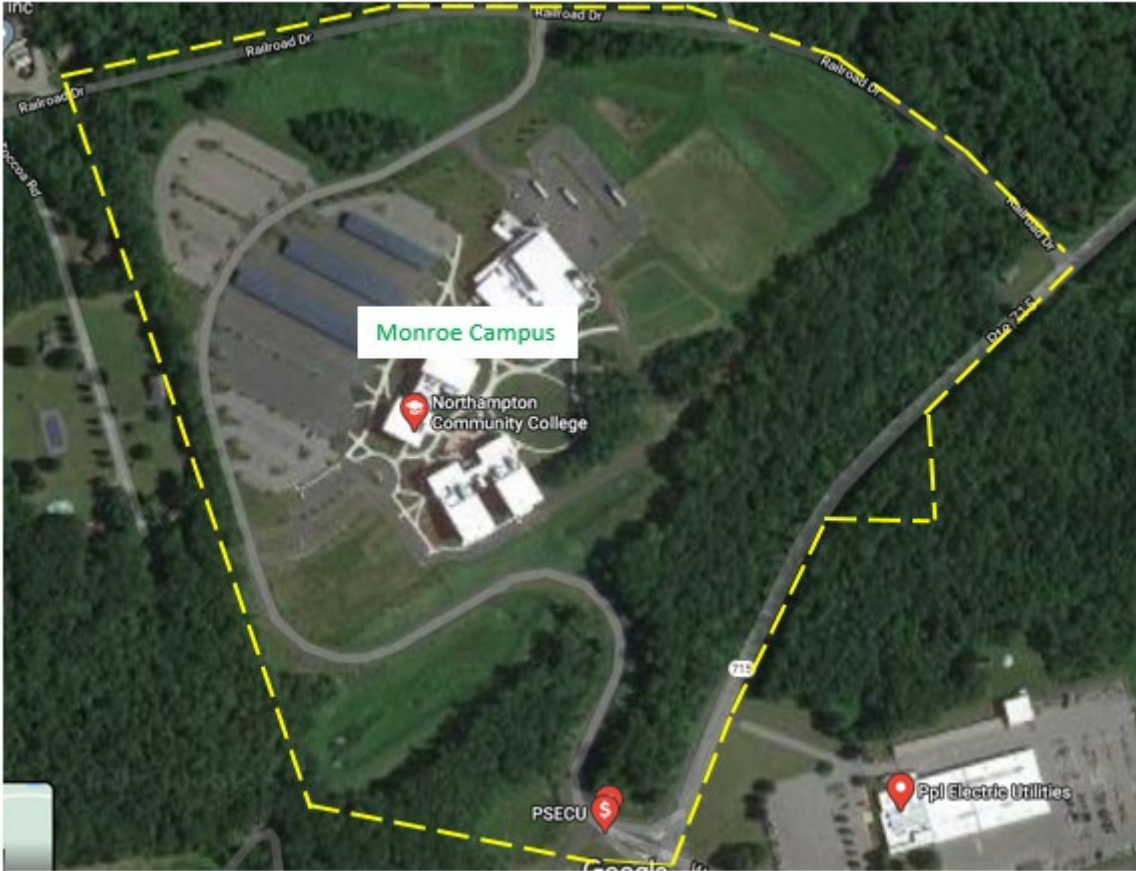
Northampton Community College

Bethlehem Campus



Northampton Community College

Monroe Campus



Northampton Community College
Fowler Center
Bethlehem City

