

**Annual Security Report
Title IX Policy**

For
Employees and Students



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CAMPUS SAFETY AND SECURITY

Laurel Technical Institute (LTI) is a privately owned learning institution located in Sharon, Pennsylvania. Classes are normally offered Monday through Friday from 8:00 AM – 4:00 PM. The Sharon campus consists of two buildings located at 2370 Broadway Avenue, Hermitage PA.

This Annual Security Report (ASR) publication is prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act. Laurel Technical Institute (LTI) is committed to the strict adherence and implementation of the Clery Act, Violence against Women Act (VAWA), and Title IX compliance by all LBI/LTI students and employees.

CAMPUS SECURITY AND ACCESS

- LTI limits access to all campus facilities to employees, students and authorized visitors. Any person(s) not authorized by Laurel Technical Institute to be on campus property will be considered as trespassing and will be required to leave the premises. Any person disregarding this policy will subject to a complaint filed with the local police department.

- Students and employees will be held accountable for bringing and allowing an unauthorized visitor to remain on campus. Any violation of this policy will result in disciplinary action to that student or employee.

- All authorized vehicles that are parked on LTI campus are required to have an LTI parking decal displayed in the lower left corner of their rear window. All visitors authorized to be performing business at LTI are required to provide their vehicle information to the LTI receptionist. Unauthorized vehicles will be towed at the owner's expense.

- All employees and students are issued and required to possess LTI issued Identification cards with picture while on campus. All authorized visitors are issued a temporary visitor badge to be visually displayed while on campus. A visitor is required to obtain a visitor badge at the front desk in order to remain on campus.

- All entrance doors to the campus buildings are installed with a magnetic lock to prevent unauthorized entrance. An issued identification card to employees and students is required to be used to open these safety doors.

- Employees and students are not permitted to allow unauthorized persons to enter the entrance doors by tailgating, blocking open or ajar, friendly access, or providing your ID card to others.

- Laurel Business Institute/Laurel Technical Institute does not employ a campus security staff due to the infrequency of security related incidents.

- Any student or employee should report any suspicious activities or criminal actions or emergencies to the LBI/LTI Emergency Management Team or Campus Security Authority (CSA) who are prepared to notify the appropriate authorities that handle these situations.

- The inside, outside and parking areas of the campus have adequate lighting.

- LTI employees are on campus during regular business hours to assist a student in need of an escort or assistance.

- Laurel Business Institute/Laurel Technical Institute will refer any criminal activities to the local police department. Laurel Business Institute/Laurel Technical Institute encourages its students and employees to promptly report any suspicious criminal activity to the LBI/LTI Emergency Management Team Campus Security Authority. The local police department handles school criminal matters once notified by the school.

- A student who wishes to be accompanied to or from the school's parking facilities should notify the LBI/LTI Emergency Management Team or Campus Security Authority.

- LBI/LTI reserves the right to search employee's desks, filing cabinets, storage areas, student lockers and any other on campus locations if there is reasonable cause or suspicion of weapons, drugs, illegal substances, alcohol or controlled substances.

ONGOING AWARENESS AND PREVENTION PROGRAMS

- We encourage students and employees to be aware of their surroundings and vigilant for their own safety and the safety of others. Any security-related incident must be reported to the LBI/LTI Emergency Management Team or Campus Security Authority who will respond to the incident appropriately.

- Laurel Technical Institute does not provide any on or off-campus housing, nor do we have off-campus student organizations.

- All new employees and students are informed of Campus Safety and Security during their new hire orientation and student orientation.

- Campus crime statistics for the previous 3 years and city crime statistics are also provide during their orientation.

- Campus crime statistics for the previous 3 years and city crime statistics are posted on the student bulletin boards, employee share file, and on the LTI web site under Consumer Disclosures.

- Prospective students are provided with current Annual Security Report information on LTI Campus Safety and Security, campus crime statistics for the previous 3 years and city crime statistics on the LTI web site. Applicants for employment are provided an Annual Security Report electronically or paper copy on request.

- Laurel Technical Institute strongly supports the Violence against Women Act (VAWA) and prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

- Sexual offense, drug/alcohol, and crime awareness and prevention in service programs for employees and students are held on an annual basis. A sexual violence video is presented to all students on an ongoing basis.

- Students performing an internship, clinical rotation and attending any activities off campus are expected to practice safety and security procedures of the internship or clinical site and school policy the same as if on campus.

CRIME PREVENTION

We all can share in the prevention of campus crime by being aware of your surroundings and reporting suspicious individuals and apparent violations before placing our students, employees, authorized visitors and campus property at risk.

The following are some ways to prevent crime:

Walking around campus

- Familiarize yourself with the layout of the campus.

- We all can share in the prevention of campus crime by being aware and reporting suspicious individuals and apparent violations before placing our students, employees, authorized visitors and campus property at risk. The following are some ways to prevent crime:

- Plan the safest route to your destination; choose well-lighted, busy pathways and streets.

- Share your class schedule with your relatives and trusted friends and give them your telephone numbers.

- At night, stick to well-lighted areas whenever possible and avoid alleyways or “short cuts” through isolated areas.

- Travel in groups when walking at night.

- If you are being followed, change direction and go to the nearest business or safe place and call the Police. Note the description of the person following you.

- Walk near the curb and avoid shrubbery or other places of potential concealment.

- Stay alert to your surroundings and the people around you.

- Carry your purse close to your body and keep a firm grip on it; carry your wallet in an inside coat

pocket or your front pant pocket.

- Keep your keys separate from your purse or backpack.
- Don't overload yourself with bags or packages and avoid wearing shoes that restrict your movements.
- Always carry and display your campus identification card.
- Stay in groups or ask campus employees to escort you to the parking lot at night.
- Walk with a confident stride; keep your head up and look around.

If a motorist stops and asks for directions, keep your distance from the car.

Stay on campus going to and from your vehicle

Be aware, stay alert and report suspicious persons and acts to Campus Security Authority.

In the campus buildings

- Don't allow others to enter the security entrance doors if you are not positive they are a current employee or student.
- Do not let unknown individuals "tailgate;" ask who they are visiting and offer to call the front desk.
- Do not prop any security or exterior doors open to allow unescorted visitors into the building.
- Report lost or stolen keys immediately to the front desk.
- Report any malfunctioning security system, locks, doors or windows to CSA or front desk.
- Do not leave your keys lying around in your room when you are not in the room.
- Report any suspicious persons or activities to CSA or front desk.
- Secure your valuables and engrave expensive items with identifying information.
- Do not leave your identification, keys, wallets, checkbooks, or other valuables in open view, unattended or not secured.

Use lockers provided for personal property

Motor vehicle safety

- Park in well lighted areas, where your vehicle is visible; avoid parking next to vans or trucks.
- Keep all valuables out of sight. Remove or place CD players/cases, etc. in the trunk.
- Keep your vehicle locked and close windows at all times when parked.
- Consider "The CLUB" or an alarm system.
- When leaving your car for service, remove your other keys.
- Have your key ready when you approach your car. Before getting in, check inside and under your car to make sure no one is hiding.

Unlock your vehicle only when you are in reach of your door.

TIMELY WARNING POLICY

A Timely Warnings Notice will be provided to the LBI/LTI community in the event of a reported crime or emergency on campus if determined in the judgment of a LBI/LTI Emergency Management Team member, constitutes a serious or continuing threat to the LBI/LTI community. A Timely Warning Notice will be provided to the LBI/LTI community in the event of a reported crime or emergency off campus if determined in the judgement of a LBI/LTI Emergency Management Team member constitutes a serious or continuing threat to the LBI/LTI community. There may be some crimes that occur near the campus that may result in the issuance of a Timely Warning Notice.

Timely warnings will immediately notify the campus community upon confirmation of an emergency or dangerous situation. In the event of a confirmation that a serious emergency or dangerous situation exists, timely warnings are issued by the LBI/LTI Emergency Management Team to immediately notify the campus community, on and off campus, that there is a serious, continuing or repeated threat to safety. The One Call Now Broadcast Messaging Solution will send a TIMELY WARNING by voice, text and email messages to students and employees upon confirmation of a significant emergency or

dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An immediate threat includes an imminent, ongoing, or repeated threat such as fire in a building on campus or adjacent to the campus. Other examples of significant emergencies include: outbreak of meningitis, norovirus or other serious illness; approaching tornado, hurricane or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder, bomb threat; civil unrest or riot; explosion; nearby chemical or hazardous waste spill.

LBI/LTI Emergency Management Team:

Douglas Decker, Executive Director, at the Sharon campus, Suite 201B, extension number 2524, phone number 724-983-0700 and cell phone number 412-913-6132;

Jodylynn Rolla, Clinical Coordinator Respiratory Care, Title IX Coordinator, at the Sharon campus, Suite, extension number 2534, phone number 724-983-0700 and cell phone number 330-540-5658 and email at rollaj@laurel.edu

The timely warnings on campus that come from a variety of alerts including texts, phone, email, announcement over the paging system, sirens, strobes, and verbal communication. The alerts may be to announce important information to employees, students and visitors in case of an evacuation from campus buildings who will be directed to a to a safe area, or a lockdown where students and employees will be locked down in classrooms, offices or other safe locations, or a severe weather alert to shelter in place or move to a safe location. An All Clear alert will be announced and sent to all students, employees and visitors informing them that the emergency or dangerous situation is over and now safe. All Clear will announcement ending the emergency or dangerous situation. These alerts will also reach the campus community that are off campus informing them of the dangerous situation on campus and for them not to enter the campus until they receive an All Clear to enter the campus.

The One Call Now Messaging Solution is being tested once a semester to insure that all students and employees are receiving alerts. All students and employees will be notified in advance of the testing so you will need to contact Douglas Decker or Jodylynn Rolla if you did not receive the test alert.

Alerts provided for weather, statewide, nationwide, amber, State Correctional and others can be found on <https://alert.pa.gov> by registering on that site.

CAMPUS SECURITY AUTHORITY (CSA)

Who is a Campus Security Authority (CSA)?

- A campus employee who have responsibility for campus security but do not constitute a campus policy department or campus security department.

- But not limited to 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.
- An official of an institution who has significant responsibility for student and campus activities
- Report allegations of Clery Act crimes to the Campus Director and Vice President of Human Resources who will collect the information, investigate crimes and finalize a resolution.
- Collect crime report information from those allegations of *Clery Act* crimes that he or she receives from students and employees and then to report them to the Campus Director or Vice President of Human Resources.
- A CSA report does not need to result in automatic police or disciplinary action if the victim does not want to pursue those actions.
- A CSAs are not responsible for:
 - Investigating a crime
 - Determining whether a crime took place
 - Trying to convince the victim to contact law enforcement if the victim chooses not to do so
 - Reporting incidents they overhear in the hallway or shared during an in-class discussion, workshop, or otherwise learned in an indirect manner

What information is a CSA required to share?

In most cases, it is possible for a CSA to fulfill their responsibilities while maintaining victim confidentiality. In sexual offense cases, the identity of the victim is required to be kept confidential except to report directly to the Campus Director or Title IX Coordinator.

CSA document and share:

- The nature of the crime
- The location of the crime
- The date and time the time occurred
- The date and time the person reported it to the CSA
- Have all parties involved complete an incident report and forwarded to the Campus Director and Vice President of Human Resources.

This information must be reported in real time, not the end of a week, month, month, semester or academic year.

The Campus Security Authority at Broadway is Brian Bickel, cell phone number 330-720-9103, phone number 724-983-0700.

REPORTING CRIMES

Students, employees and visitors need to promptly and accurately report criminal actions and other emergencies occurring on campus to the Campus Security Authority (CSA), LBI/LTI Management or local law enforcement. LBI/LTI Emergency Management Team
Douglas Decker, Executive Director, at the Sharon campus, Suite 201B, extension number 2524, phone number 724-983-0700 and cell phone number 412-913-6132;
Jodylynn Rolla, Clinical Coordinator Respiratory Care, Title IX Coordinator, at the Sharon campus, Suite, extension number 2534, phone number 724-983-0700 and cell phone number 330-540-5658 and email at rollaj@laurel.edu

If a crime occurs on campus where you are a victim, eyewitness or have first-hand knowledge of, you are required to complete an incident report detailing the date, time, location, description of the incident and listing any eyewitness. The incident report must be sent to the Campus Director or Vice President of Human Resources

- A students and/or employee that is a victim or eyewitness to a dangerous situation is required to call 911 or Hermitage Police Department at (724) 983-6780 for the Hermitage Police Department for the Broadway location and call 911 and then to any LBI/LTI Emergency Management Team.
- The person who witnesses or is a victim of a serious campus crime, dangerous situation or emergency must immediately call 911 and then inform the Executive Director or a member of the LBI/LTI Management.
- A crime that is not a dangerous situation should also be reported to the local police or contact Campus Security Authority and LBI/LTI Management who will contact law enforcement.
- The incident will be kept confidential except with the business need to know to allow an in-depth investigation of the criminal complaint.
- LBI/LTI Emergency Management will investigate the incident and make a determination in the cause and corrective action to be taken. This investigation may also lead to disciplinary action or referral to a disciplinary hearing.

COLLECTING STATISTICS AND CAMPUS SECURITY AUTHORITY (CSA)

A Campus Security Authority (CSA) will collect crime report information allegations from individuals associated with LBI/LTI about crimes that have been reported to them and report them to the Campus Director or Vice President of Human Resources. CSA reports are used to compile aggregate statistics, not individual descriptions, on an ongoing basis to help determine if a timely warning or emergency notification is required.

Under the *Clery Act*, a crime is “reported” when it is brought to the attention of a campus security authority, LBI/LTI Management Team member, or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn’t matter whether or not the individuals involved in the crime, or reporting the crime, are associated with LBI/LTI. If a campus security authority or LBI/LTI Emergency Management Team member receives a report, he or she must include it as a crime report using the LBI/LTI Incident Report. All incident reports are required to send to the Vice President of Human Resources in a timely and accurate manner.

It is not necessary for the crime to have been investigated by the police or a campus security authority or LBI/LTI Emergency Management Team, nor must a finding of guilt or responsibility be made to include the reported crime in your institution’s crime statistics.

CONFIDENTIAL DISCLOSURE AND REPORTING

If you are a victim of a crime and don’t want to pursue action through law enforcement, you may still want to consider making a confidential report. Reporting the crime to a CSA or LBI/LTI Management under the condition that it is to be kept confidential will provide details of the incident without revealing your identity. The purpose of this confidential report is to comply with your desire to keep the matter confidential while taking the steps to ensure the safety of yourself and others. It allows LBI/LTI to keep an accurate record of the number of incidents occurring on campus and alert the campus community of potential danger.

Only LBI/LTI employee should fill out this area.

If you are an LBI/LTI employee who is filling out this incident report, or if you are an employee receiving this incident report from someone else, please relate actions you have already taken in response to this incident or incident report, and assess the status of this report according to the criteria below.

What have you already done in response to this incident or incident report?

Employee assessment of the incident status: (Check as many as apply.)

Urgent** Non-urgent _____ Initial _____ Date

Action Needed No Action Requested _____ Initial _____ Date

Needs Further Investigation _____ Initial _____ Date

**** All incidents of an urgent nature should be brought to the direct and immediate attention of the person in charge of the school at the time you are made aware of the incident.**

Employee name and signature (if different from person filling out the front of the report)

Printed name of employee

Signature of employee

Date

WEAPONS POLICY

The possession, carrying and/or use of firearms, ammunition, explosives, incendiary devices or other dangerous weapons of any kind are strictly prohibited in or on LTI facilities, property, school activities or functions. This prohibition applies to all persons, even those who possess a license to carry such weapons except for law enforcement personnel performing official functions. Reported violations of this policy will be investigated and violators will be subject to arrest, and/or disciplinary action up to and including immediate termination.

CLERY GEOGRAPHY

The Broadway campus is defined as On Campus as follows:

2370 Broadway Avenue Building

- Broadway Avenue front- from parking lot, street, to opposite side of road
- West side- from parking lot to private property
- Rear of building – to private property
- East side – from parking lot to private property

Under Clery, the **on-campus** category encompasses the following:

- 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
- Any building or property that is within or reasonably contiguous to the area identified described above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Clery Geography: Public Property

The Clery definition of Public Property is

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- Public property refers to property owned by a public entity, such as a City or state government.

Clery Geography: Non-campus

- The Clery definition of **non-campus buildings or property** is:
- 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.

CRIME DEFINITIONS

Types of Criminal Offenses

1. Criminal Homicide. These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

a) **Murder and Non-negligent Manslaughter** is defined as *the willful (non-negligent) killing of one human being by another.*

b) **Manslaughter by Negligence** is defined as *the killing of another person through gross negligence.*

2. Sexual Assault (Sex Offenses). *Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.* Include attempted Sexual Assaults, but do not include in your Clery Act statistics any Sexual Assaults other than the four types of Sexual Assaults described in this chapter.

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

b) **Fondling** is *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 incapacity.* Fondling is recognized as an element of the other sex offenses.

c) **Incest** is *sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*

d) **Statutory Rape** is *sexual intercourse with a person who is under the statutory age of consent.*

3. Robbery. Robbery is *the 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.*

Essential Elements of a Robbery:

- Committed in the presence of a victim (usually the owner or person having custody of the property).
- Victim is directly confronted by the perpetrator.
- Victim is threatened with force or put in fear that force will be used.
- Involves a Theft or Larceny.

4. Aggravated Assault. Aggravated Assault is *an unlawful attack by one person upon another for the purpose of 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.* However, if a number of persons are involved in a dispute or disturbance, and the aggressors cannot be distinguished from the victims, count the number of persons assaulted as the number of offenses.

5. Burglary. Burglary is *the unlawful entry of a structure to commit a felony or a theft.* It is imperative that institutions carefully evaluate the operative facts of each reported incident to determine if it fits into any subpart of this definition

Classify as Burglary:

- Offenses that are classified by local law enforcement agencies as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.
- **Forcible Entry:** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes Burglary by concealment inside a building followed by exiting the structure.
- **Unlawful Entry–No Force:** The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access, or others whom the tenant allows to have free and regular access to the structure. If an item was taken from an unlocked dorm room and you can establish that neither the tenant nor those friends with free and regular access to the room have taken the item, then unlawful access has occurred. In this context, it is important to note that a “breaking” occurs when a perpetrator crosses the threshold of a boundary that results in a trespass. As

such it is possible for a burglar to “break” an open doorway or window. There is no requirement that entry be forced in any way or that damage to a door, window or frame be evident.

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6. Motor Vehicle Theft. Motor Vehicle Theft is *the theft or attempted theft of a motor vehicle.*

7. Arson. Arson is *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.*

Hate Crimes

A **Hate Crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.*

Although there are many possible categories of bias, under the *Clery Act*, only the following eight categories are reported:

- **Race.** *A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.*
- **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, e.g., Catholics, Jews, Protestants, atheists.*
- **Sexual Orientation.** *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.*
- **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.*
- **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. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.*
- **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. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional*

cultural factors.

- **National Origin.** *A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.*
- **Disability.** *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.*

For *Clery Act* purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation

1. **Larceny-Theft** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

2. **Simple Assault** is an 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.

3. **Intimidation** is 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 actual physical attack.

4. **Destruction/Damage/Vandalism of Property** is 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.

VIOLENCE AGAINST WOMEN ACT (VAWA) CRIMES

Dating Violence is defined as *violence committed by a person who is or has been in a social*

relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

- *Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.*
- *Dating violence does not include acts covered under the definition of domestic violence.*

Domestic Violence is defined as *a felony or misdemeanor crime of violence committed—*

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

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Stalking is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to—*

- *Fear for the person's safety or the safety of others; or*
- *Suffer substantial emotional distress.*

For the purposes of this definition

- **Course of conduct** means *two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.*

- **Reasonable person** means *a reasonable person under similar circumstances and with similar identities to the victim.*
- **Substantial emotional distress** means *significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.*

ARRESTS AND DISCIPLINARY REFERRALS FOR VIOLATION OF WEAPONS, DRUG ABUSE AND

LIQUOR LAWS

1. Weapons: Carrying, Possessing, Etc., is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.*

This type of violation is not limited to “deadly” weapons; it also applies to weapons used in a deadly manner. For example, if there is a local or state law prohibiting the possession of brass knuckles, and an individual is arrested for possessing them on your *Clery Act* geography, the arrest must be included in your *Clery Act* statistics.

2. Drug Abuse Violations are defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.* The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Unfounded Crimes

A crime is considered unfounded for *Clery Act* purposes **only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.** Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. **A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.** As such, for *Clery Act* purposes, the determination to unfind a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

ANNUAL SECURITY REPORT (ASR) AND CLERY CRIME STATISTICS

The Annual Security Report (ASR) will be to be delivered to all current students and employees electronically by October 1 of each year. All prospective students, new students and new employees will receive a current Annual Security Report (ASR) electronically prior to starting school and employment. A student, employee, new hire or prospective student may request a paper copy of this ASR from the Campus Director or Vice President of Human Resources.

The campus is required to disclose crime statistics for the previous 3 year period on specific Clery crimes, Hate crimes that occurred on-campus property, on-campus student housing facilities which does not apply, non-campus property and on public property. These crime statistics are available on the LBI/LTI website, in the Annual Security Report (ASR), and on school bulletin boards

The ASR and crime statistics are available on the LBI/LTI website www.laurel.edu at consumer information/consumer disclosure/campus crime statistics and Annual Security Report, Admission Department and new hire processing.

CRIME STATISTICS

Meadville
 Morgantown
 Sharon
 Uniontown
 Wexford

YEAR	ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014
Criminal Offense Reporting												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	1	0	0	0	0	0	0	0	0	0	0
Hate Crimes Reporting												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0

Intimidation	0	1	0	0	0	0	0	0	0	0	0
Destruction, Damage, or Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	1	0								

Hate Crimes By Category Reporting

Race	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0										

VAWA Offenses Reporting

Domestic Violence	0	0	1	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	1	0							

Arrests and Disciplinary Referrals Reporting

Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	1	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	1	0								

HERMITAGE CITY CRIMES

Not available.

We made a good-faith effort to obtain statistics from local law enforcement agencies, but the agencies did not comply with our request.

City crime statistics were requested from the Hermitage City Police Dept, but not received.

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community, students and employees, where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Pennsylvania's General Assembly has determined public safety will be enhanced by making information about registered sexual offenders available to the public through the internet. Knowledge whether a person is a registered sexual offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sexual offenders. Public access to information about registered sexual offenders is intended solely as a means of public protection, any other use prohibited.

Pursuant 42 Pa.C.S. § 9799.28, the State Police has established this website to provide timely information to the public on registered sexual offenders who reside, or are transient, attend school, or are employed/carry on a vocation, within this Commonwealth.

Pennsylvania's Megan's Law, 42 Pa.C.S § 9799.32(1), requires the State Police to create and maintain a registry of persons who reside, or is transient, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or have been adjudicated delinquent of certain sexual offenses in Pennsylvania or another jurisdiction.

The sex offender registry maintained by the Pennsylvania State Police may be obtained at <https://www.pameganslaw.state.pa.us/>

The campus community may also obtain information concerning sex offenders residing in the PA geographic area by referring to www.sexoffender.com for the national registry and RegisteredOffendersList.org .

CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

Since 1992, supplementing [Title IX](#) requirements, the Clery Act has required institutions to have and annually disclose a summary of a policy specifically addressing sexual assault. The policy must address three main areas - 1.) Victims' Rights, 2.) Disciplinary Procedures, and 3.) Educational Programming. These provisions were updated in 2013 expanding the law to cover a broader spectrum of sexual violence and provide for additional requirements, with changes taking effect in 2014 (see the summary of the [Campus Sexual Violence Elimination Act](#) for more details).

Institutions are required to provide information about where a student should report a sex offense along with information about the importance of preserving evidence for possible criminal prosecution, and are obligated to afford students the following rights -

- To be informed of their right to notify law enforcement, and to be assisted by campus authorities in doing so;
- To be informed of existing counseling, mental health or student services for victims on and off campus (contact information must be included); and
- To be informed of options for changing academic and living situations if requested by the victim and reasonably available.

Institutions must also implement internal disciplinary procedures for sexual assault cases. They must disclose possible sanctions that may be imposed following a final determination, and ensure that both the accuser and the accused are entitled to -

- The same opportunity to have others, such as a support person or witnesses, present during a disciplinary proceeding; and
- To be informed of the outcome of any disciplinary proceeding (such disclosure is unconditional meaning the victim is free to share the outcome with anyone they wish).

Institutions must offer, and disclose a summary of, education programs to promote the awareness of "rape, acquaintance rape, or other sex offenses, forcible or non-forcible."

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex, sexual harassment and sexual violence at federal funded education programs or activities. Title IX requires that recipients of federal funds provide educational programs free from discrimination on the basis of sex. Furthermore educational providers are required to promptly investigate and respond to incidents and complaints of sexual harassment, sex discrimination and sexual violence and take steps where necessary to remedy the effects of the harassing conduct and prevent its recurrence. Laurel Business Institute and Laurel Technical Institute will investigate all complaints filed by students or employees regardless of where the incident occurred either on or off campus.

The Violence against Women Act (VAWA) with the Campus Sexual Violence Elimination Act (Campus SaVE) amends the Jeanne Clery Act to develop and administer policies and procedures for students and employees that prohibits domestic violence, dating violence and stalking occurring on or off campus. Laurel Business Institute and Laurel Technical Institute will respond to complaints concerning Title IX and VAWA when a student or employee reports to the Laurel Business Institute

or Laurel Technical Institute that the student or employee has been a victim of domestic violence, dating violence, sexual assault or stalking, regardless if the incident occurred on or off campus. The victim will be provided with a written notification and explanation of the student or employee's rights and options. The school will also provide information on how to obtain counseling, medical assistance, academic accommodations, schedule arrangement, emergency housing, legal/law enforcement options, and the Laurel Business Institute/Laurel Technical Institute complaint process.

The new language explicitly provides that no "officer, employee, or agent of an institution...shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities" under the Act. Violation of this provision is a separate violation of the law subject to full penalties, and which may be invoked even if there are no other violations of the Act.

Laurel Business Institute and Laurel Technical Institute prohibits crimes of dating violence, domestic violence, sexual assault and stalking.

Laurel Business Institute and Laurel Technical Institute does not discriminate on the basis of sex in its educational programs.

LBI/LTI will provide students and employees with written information on their rights and options under VAWA. The Title IX Coordinator will determine the appropriate course of action after interviewing the victim. LBI/LTI will refer a student's reasonable request for living to the Crime Victim's Center since we don't have any on or off campus housing following an alleged sex offense. Also, LBI/LTI will explore all possible ways to make an academic situation change following an alleged sex offense. The victim will be referred to the Crime Victim's Center for counseling, health, mental health, victim advocacy, legal assistance and housing information. The Vice President of Financial Aid or Financial Aid Administrator will provide information on student financial aid.

SEXUAL ASSAULT POLICY

LBI/LTI is committed to maintaining an environment that is free from any form of sexual assault. LBI/LTI strictly prohibits and will not tolerate any act of sexual assault.

Sexual assault involves any act of forced, coerced, or non-consensual sexual intercourse or sexual contact. Sexual Assault exists when an individual is unable to give consent if they are asleep, intoxicated, unconscious, or in some other way physically or emotionally unable. Sexual assault is also defined as any unwanted touching of an intimate part of another person.

Acquaintance rape is a form of sexual assault that includes manipulation within a relationship. This manipulation includes using an acquaintance to gain trust and take advantage of the victim's vulnerability. Acquaintance rape includes:

- using physical force or threats of physical force to coerce the victim into sexual relations
- having sexual relations with someone who is drunk, under the influence of substances or incapacitated in any manner and therefore unable to give consent
- having sexual relations against the victim's will and without the victim's consent
- using emotional manipulation and/or threats to coerce the victim into sexual relations

Sexual assault can occur against males and females, of the same or opposite sex, regardless of sexual orientation, race, national origin, religion, age, or disability.

Frequency of sexual assaults:

- Every two minutes another American is sexually assaulted.¹
- 1 out of every 6 American women has been the victim of an attempted or completed rape in her lifetime (14.8% completed, 2.8% attempted).⁴
- About 3% of American men—or 1 in 33—have experienced an attempted or completed rape in their lifetime.⁴
- From 2009-2013, Child Protective Services agencies substantiated, or found strong evidence to indicate that, 63,000 children a year were victims of sexual abuse.⁵
- A majority of child victims are 12-17. Of victims under the age of 18:
 - 34% of victims of sexual assault and rape are under age 12.⁶
 - 66% of victims of sexual assault and rape are age 12-17.

Acquaintance rape refers to the fact that the victim knows the assailant prior to the rape. The assailant may be a friend or significant other or someone who knows the victim from school or having a class together.

Most sexual assaults involve the use of alcohol by both the assailant and the victim. The mood-altering effects of alcohol reduce inhibitions, as well as the ability to assess dangerous situations and safeguard one's self. Sexual contact when the victim is intoxicated is sexual assault because a person is unable to give informed consent when drunk. Intoxication of the assailant does not diminish responsibility.

- If a sex offense occurs on campus, the victim or survivor, has the option to call 911 or the Sharon Police Department at 724-983-3202. LBI/LTI personnel will assist the victim, if requested, to contact law enforcement to report the incident. The victim, survivor, eyewitness or person that is aware of the incident needs to report it to LBI/LTI Management. If the crime occurs on campus where you are a victim, eyewitness or aware, you are required to complete an incident report detailing the date, time, location, description of the incident and listing any eyewitness.
- It is extremely important that any evidence needs to be preserved without delay in order to provide the opportunity for collection of evidence to help prosecution prove the commission of a crime of the criminal offense which can't be obtained later. To preserve evidence, a victim of sexual assault should not shower, wash or clean in any manner or change clothing prior to a medical exam.
- Education and prevention programs conducted by local law enforcement officials, rape crisis intervention specialists or social services personnel to promote the awareness of rape, acquaintance rape, sexual assault and other sexual offenses including forcible and non-forcible rape offenses will be held once a year for students and employees. A sexual violence awareness video is shown to all first semester students in the student success class.
- The campus will provide brochures and a listing of rape crisis centers, counseling services, and mental health services that a LBI/LTI Management will assist the victim in notifying the appropriate services. The informational brochures and listing is available is available to students and employees in the lunch room at the Sharon campus or from the LBI/LTI Management.

The authority of the LBI/LTI Sexual Assault Policy includes all campus property and school sponsored events, trips, conferences, shows) taking place on or off campus.

For complete resources and information for students, schools, and anyone interested in finding resources on how to respond to and prevent sexual assault on campus, go to www.notalone.gov or www.rainn.org and additional information in the Annual Security Report.

SEXUAL MISCONDUCT POLICY

LBI/LTI will not tolerate any form of Sexual Misconduct. Sexual Misconduct, includes sexual harassment, sexual violence, and sexual assault, including rape, acquaintance rape, and other forms of nonconsensual sexual activity. Sexual Misconduct may vary in severity and consists of a range of behaviors that includes unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, nonverbal, or physical conduct of a sexual nature that creates a hostile environment. Many forms of Sexual Misconduct are criminal behaviors and all create an environment contrary to the goals and mission of LBI/LTI. Either a male or a female may be a victim or perpetrator of Sexual Misconduct.

Laurel Business Institute and Laurel Technical Institute prohibits all forms of sexual misconduct and VAWA violations including Domestic Violence, Dating Violence, Stalking and Sexual Assault Any violation of this Sexual Misconduct Policy is also considered a violation the code of conduct for employees and students. Violations of this policy will result in disciplinary action of up to and including an employee's termination of employment or a student's expulsion from education.

No Retaliation Policy

No individual shall be penalized or retaliated against in any way by a member of the LBI/LTI community for his or her participation in the Sexual Misconduct investigation or disciplinary process. This protection includes both the complainant and respondent parties and individuals who participate in an investigation or hearing related to a Sexual Misconduct complaint. Violation of the no retaliation policy will result in an employee's termination of employment or a student's expulsion from education.

Confidentiality

Normally it is the policy of LBI/LTI to protect the confidentiality of members of the LBI/LTI community who may be involved in the Sexual Misconduct process, if that is reasonably practicable. Specifically, the identity of the complainant, the identity of the accused student, and information relating to the Sexual Misconduct complaint will be disseminated only to those individuals who have a legitimate need to know, or as reasonably necessary for the purpose of investigating or resolving the complaint.

Students should understand that, upon informing a LBI/LTI employee of a Sexual Misconduct complaint, for the protection of the entire community, LBI/LTI may investigate that complaint, even if the student does not wish to proceed. Therefore, students should understand that their complaint may be disclosed, as necessary, to persons other than the one(s) to whom the complaint is made, including the accused student. Notwithstanding, where claims of Sexual Misconduct are reported to LBI/LTI employees who serve in a professional role in which communication is protected under applicable federal, state or local law or regulation such reports will not be further disclosed to the extent the communication is protected by law. Although LBI/LTI will endeavor to maintain the confidentiality of Sexual Misconduct complaints and proceedings in accordance with this policy, it cannot prevent the further dissemination of information by individuals to whom such information was disclosed. Moreover, any response by LBI/LTI may be hindered to the extent the complainant wishes to remain anonymous.

VIOLENCE AGAINST WOMEN ACT (VAWA) DEFINITIONS AND TERMS

- 1. Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.**

2. **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** – 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 incapacity.
 - **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

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

4. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
 - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

5. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
- Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress.

For the purposes of this definition:

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar

circumstances and with similar identities to the victim.

- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

6. Programs to prevent dating violence, domestic violence, sexual assault, and stalking: Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

7. Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

8. Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking;

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

9.

Ongoing prevention and awareness campaigns:

Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

10. Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful

relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

11. **Risk reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
12. **Prompt, fair, and impartial proceeding:** A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;
Conducted in a manner that:
 - Is consistent with the institution's policies and transparent to the accuser and accused;
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
13. **Advisor:** Any individual who provides the accuser or accused support, guidance, or advice.
14. **Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
15. **Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.
The result must include any sanctions imposed by the institution.
16. **Unfounded Crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

Pennsylvania Sexual Assault Laws

Sexual assault is a crime in Pennsylvania and is defined as a person engaging in sexual intercourse or deviate sexual intercourse with another person without their consent. The defendant may have committed statutory sexual assault if the victim was under 16 years of age, and the defendant is more than four years older than the victim, and they were not married to each other at the time of the offense.

Pennsylvania also has a separate charge titled "indecent assault." Indecent assault is similar to sexual assault in some ways. It involves indecent contact with the victim, including the victim's contact with the defendant's seminal fluid, urine, or feces for the purpose of arousing sexual desire in either the victim or defendant, and it is done without the victim's consent, forcibly or under threat of force, or performed under some severe incapacity of the victim (i.e. unconsciousness, mental incapacity, intoxication of the victim, youth of the victim).

Pennsylvania Domestic Violence Laws

Domestic violence is not considered a separate charge from something like assault, aggravated assault or battery in Pennsylvania. Instead, there are merely additional considerations when the call is made regarding a domestic violence situation. In Pennsylvania, when an alleged victim calls the police and makes an allegation that a member of his or her household has committed a violent act against them, the police that respond are required to make an arrest. Then, it is up to the prosecutor whether or not to press charges. The victim in the situation cannot decide to drop charges.

Pennsylvania law defines domestic abuse as knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person (i.e. stalking) that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.

Pennsylvania Stalking Laws

- Stalking is a Crime in Pennsylvania.
- Stalking is a serious crime in Pennsylvania. There are two basic elements to the crime:
 - The stalker must complete at least two acts of unwanted stalking behavior, **no matter how close or far apart in time they are**, and
 - The victim must experience reasonable fear of serious bodily injury or **substantial emotional distress**.
- In general, stalking is characterized as a pattern of malicious and willful behavior, rather than a one-time event. When it comes to stalking, we often call to mind images of someone lurking outside of a window in the middle of the night. However, stalking can also occur in less direct ways, such as making repeated phone calls or leaving unwanted gifts. The key component of a stalking case is that, taken as a whole, the stalker's actions cause the victim to be fearful and/or emotionally distressed.
- Pennsylvania's stalking law defines the crime as repeated harassment that creates substantial emotional distress. A conviction of stalking is a misdemeanor of the 1st degree. If the defendant has a prior conviction for stalking the same victim, it is considered to be a felony of the 3rd degree.
- Stalking is often charged against estranged partners and spouses. Victims of stalking typically seek restraining orders (also called "orders of protection") to keep offenders away. A restraining order is an official court document that generally requires the defendant to stay away from the victim, the victim's home or place of work, and oftentimes to cease all communication with the victim.

Pennsylvania Dating Violence Defined

Pennsylvania's Public School Code of 1949 requires that schools adopt prevention policies to stop 'dating violence,' which is defined as behavior where one person uses or threatens to use physical, sexual, verbal or emotional abuse to control his or her dating partner.

The Department of Education's Model Dating Violence Policy defines 'dating violence' to include any abusive behavior including:

1. Physical abuse, which is any unwanted, intentional contact with the victim's body by the accused or any object under his or her control
2. Emotional abuse, which is any intentional infliction of mental or emotional distress by verbal or nonverbal conduct such as threats, coercion, stalking, humiliation or harassment
3. Sexual abuse, which is sexual behavior or contact by the accused that is unwanted by the victim or interferes with the victim's ability to consent

DOMESTIC VIOLENCE AND SEXUAL OFFENSE COUNSELING

Laurel Business Institute does not provide professional or pastoral counseling. Laurel Business Institute will assist a victim of sexual misconduct in obtaining support services from local groups or agencies.

Sexual offense and mental health counseling are available from the listing below and the behavioral health counseling listing in the ASR for the victim of a domestic violence, dating violence, stalking, sexual assault or any other sexual offense or survivor in the event of the victim is deceased as a result of the sexual offense.

PCAR CENTERS (Pennsylvania Coalition against Rape)

- AWARE, Inc.
109 S. Sharpsville Avenue, #D
Sharon, PA 16146-1817
(724) 981-1457
(888) 981-1457
- Crisis Shelter of Lawrence County
1218 West State Street
New Castle, PA 16101
(724) 652-9036
(724) 752-7273
- Passages, Inc.
1300R East Main Street
Clarion, PA 16214
(800) 793-3620
- Victim Outreach Intervention Center
P.O. Box 293
Evans City, PA 16033
(800) 400-8551
- Women's Services, Inc.
204 Spring Street
Meadville, PA 16335
(814) 333-9766
(888) 881-0189

To learn more about domestic violence and recognizing signs of abuse, visit [In Motion](#) online and look under Get Help, then choose Domestic Violence.

If someone you love is crossing your line of safety, tell someone you trust or call **RDVIC (304) 292-5100** for assistance.

Tri-County Help Center, Inc.

St. Clairsville, OH
Hotline: 8006951639
Hotline: 7406955441
Phone: 7406955441

Women's Center of Beaver County

Beaver, PA
Hotline: 7247750131
Phone: 7247750131

Helping All Victims in Need

Kittanning, PA
Hotline: 800-841-8881
Hotline: 724-548-8888
Phone: 724-548-8888

Victim Outreach Intervention Center

Butler, PA
Hotline: 18004008551
Hotline: 7247765910
Phone: 7247765910

Christina House

Lisbon, OH
Hotline: 330-420-0036
Phone: 330-420-0036

Rape Crisis and Counseling Center of Mahoning County of the Compass Family and Community Services

Youngstown, OH
Hotline: 330-782-3936
Phone: 330-782-3936

Compass, Inc.

New Philadelphia, OH
Hotline: 330-339-1427
Phone: 330-339-1427

Haven of Hope

Cambridge, OH
Hotline: 1-800-304-4673

EVE, Inc.

Marietta, OH
Hotline: 8009743111
Hotline: 7403743111
Phone: 7403743111

AWARE Inc.

Sharon, PA
Hotline: 888-981-1457
Hotline: 724-981-1457

Phone: 724-981-1457

Community Services of Stark County

Alliance, OH

Hotline: 330-821-7273

Phone: 330-821-7273

American Red Cross Rape Crisis Services

Canton, OH

Hotline: 18006564679

Hotline: 3304521111

Phone: 3304521111

Rape Crisis Team of Trumbull County

Warren, OH

Hotline: 330-393-1565

Phone: 330-393-1565

Townhall II

Kent, OH

Hotline: 8664498518

Hotline: 3306784357

Phone: 3306784357

Rape Crisis Center of Medina and Summit Counties

Akron, OH

Hotline: 877-906-7273

Hotline: 330-434-7273

Phone: 330-434-7273

Ohio Domestic Violence Network

4807 Evanswood Dr., Suite 201

Columbus, OH 43229

Phone: 614-781-9651

Toll Free: 1-800-934-9840

Website: <http://odvn.org/> [external link]

Ohio Alliance to End Sexual Violence

526 Superior Ave., Suite 1400

Cleveland, OH 44114

Phone: 216-658-1381

Toll Free: 1-888-886-8388

Website: www.oaesv.org [external link]

TITLE IX COORDINATOR SHARON CAMPUS

Title IX Coordinator

Jodylynn Rolla MRC, RRT

Laurel Technical Institute

Clinical Coordinator Respiratory Care

200 Sterling Avenue,

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724-983-0700 Extension 2534

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Deputy Title IX Coordinator

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TITLE IX COORDINATOR RESPONSIBILITIES

The Title IX coordinator(s) is expected to play a critical role in helping a school ensure that every person affected by its operations—including faculty, staff, and students—are aware of their legal rights under Title IX, and that the school and all of its officials, through its policies, procedures, and practices, complies with its legal obligations under Title IX.

Responsibilities:

Responsible for monitoring and overseeing school's compliance with Title IX and prevention of sexual misconduct.

Knowledgeable and trained in school's policies and procedures and relevant state and federal law.

Available to advise individuals about school and community resources and reporting options.

Available to provide assistance to school employees regarding how to respond appropriately to report of Title IX related prohibited conduct and related retaliation.

Ensure effective implementation of school's sexual misconduct policies and procedures.

Overseeing the school's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.

Must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

Providing training to students, faculty and staff on Title IX issues.

Conducting Title IX investigations and determining appropriate sanctions against the perpetrator and remedies for the complainant.

Determining appropriate interim measures for a complainant upon learning of a report or complaint of sexual violence.

Ensuring appropriate policies and procedures for working with local law enforcement and coordinating services with local victim advocacy organizations and service providers.

All incidents of sexual misconduct involving students and/or employees of Laurel Business Institute are to be reported directly to Title IX Coordinator.

The Title IX Coordinator will not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations.

At the complainant's request, the Title IX Coordinator should be prepared to offer to assist the complainant in contacting law enforcement.

RESPONSIBLE EMPLOYEE

A "Responsible Employee", under Title IX, is an employee:

- who has the authority to take action to address sexual or gender-based harassment or violence;
- has the duty to report to appropriate school officials sexual or gender-based harassment or violence;
- an individual who could reasonably be thought to have the authority or responsibility to take action.

The School is on official notice if a responsible employee "knew, or in the exercise of reasonable care should have known" about the harassment. This includes incidents that are reported directly, are witnessed, or are reported by a third party (parent, other student), posted on fliers around campus, published in a local newspaper, etc. All of these shall be reported to the Title IX Coordinator.

The role of a responsible employee is to report allegations of sexual misconduct, including sex discrimination, sexual harassment, dating violence, domestic violence, stalking, voyeurism, and any conduct of a sexual nature that is nonconsensual, that takes place on or off campus to the Title IX Coordinator.

Voyeurism is the sexual interest in or practice of spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature. The voyeur does not normally interact directly with the subject of his/her interest, who is often unaware of being observed. The School requires that all Responsible Employees immediately report all known details of the allegation (date, time, and location), the names of the parties involved, and a brief description of the incident to the Title IX Coordinator or designee. This connects an individual to information and resources and enables the University to take appropriate action to eliminate, prevent and address any hostile environment that may exist. Responsible employee should NOT attempt to determine if the sexual harassment/misconduct actually occurred, or if a hostile environment is being created.

The following officials have been designated as Responsible Employees for complaint reporting purposes:

- The Title IX Coordinator and any Deputy Coordinator
- President, Vice Presidents, Directors
- Administrative and Academic Department Heads
- Human Resources
- Faculty
- Other administrators with supervisory responsibilities
- Individuals designated as Campus Security Authorities

Responsible employees should explain to the individual that they are not a confidential resource before an individual reveals something that they may want to keep confidential. If an individual begins talking about the incident(s) with no warning, ask them to pause, and inform them that you cannot keep the conversation confidential. Let them know you care about them, assure them that you want to provide support, and if they want the incident to remain confidential, direct them to a confidential resource. If the individual's health or safety is in danger, please call 911 immediately.

GRIEVANCE PROCEDURE

Title IX of the Education Amendments of 1972 prohibits discrimination based on 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, Laurel Technical Institute has developed internal policies that prohibit discrimination and sexual misconduct on the basis of sex, such as sexual misconduct and sexual violence.

PROCEDURES FOR REPORTING AND RESPONDING TO REPORTS OF DISCRIMINATION

The following procedures have been adopted by Laurel Technical Institute to receive, investigate, and resolve complaints of discrimination on the basis of sex. These procedures are designed to provide a supportive process for individuals who report discrimination and to ensure a fair process for individuals who are accused of discriminatory conduct. Internal investigation of allegations of institutional discriminatory treatment or systemic discriminatory practices is intended to ensure that Laurel Technical Institute meets its commitment to an open and inclusive educational and employment environment. These procedures also describe the school's efforts to conduct timely, thorough, and fair investigation as required by law.

REPORTING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

Victims of sexual assault, domestic violence, dating violence, and stalking should get to a place of safety immediately and should obtain necessary medical treatment at once. Victims should report the incident as soon as possible, since time is a critical factor for evidence collection and preservation. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Title IX Coordinator or CSA member or law enforcement to preserve evidence for later reconsideration.

At the victim's discretion, LTI personnel will assist the victim in notifying local authorities and receiving the necessary medical treatments and tests. Reporting an incident of sexual assault does not require prosecution of a crime, nor will it subject the victim to judgment or scrutiny. LTI does not tolerate retaliation against persons reporting sexual assaults, domestic violence, dating violence, or stalking.

Victims may also file a complaint through LTI administration. The LTI informal and formal procedures for filing a complaint are set out below and are intended to afford a prompt response to charges of sexual assault, domestic violence, dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

If the complainant would like to remain anonymous and does not consent to the disclosure of his or her name or other identifiable information to the accused, LTI may be limited in its ability to take disciplinary action.

If the complainant still wishes to remain anonymous, LTI will make every reasonable effort to abide by complainant's wishes; however, LTI is required to balance such a request with interest in protecting the safety of other members of the community. This decision will be made by the LTI Title IX Coordinator, the Executive or Campus Director, President/CEO and Vice President of Human Resources. If LTI proceeds with an investigation or other response, then the LTI will notify the

complainant before the accused is contacted.

Student victims of sexual assault can report under the strictest of confidences to:

Regardless of where an incident of sexual violence occurs, LTI will provide a victim of sexual assault, domestic or dating violence, or stalking with a copy of the LTI policy or other statement containing a written explanation of his or her rights and options.

Complaints

Persons wishing to file formal complaints of sexual assault, domestic violence, dating violence, or stalking will be directed (and, whenever possible, escorted) to the office of the Title IX Coordinator, which is primarily responsible for the initial investigations of these complaints. In cases involving sexual assault, the Sharon Police Department or Hermitage Police Department will be contacted upon the victim's request and generally will lead any criminal investigation. All formal complaints will be treated confidentially consistent with applicable legal requirements and customary law enforcement practices. Victims will be informed promptly of available support services, as well as legal and administrative options, if reasonably available, such as protection from abuse orders through an appropriate court of law and changes to housing assignments and academic or work schedules. Victims will be informed about the outcome of any investigation undertaken by Title IX Coordinator. In addition, under appropriate circumstances, LTI will inform members of the university community of reported sexual assaults, domestic violence, dating violence, or stalking without identifying the victim.

LTI recognizes that sexual assault, domestic violence, dating violence, and stalking may also be considered sexual harassment. A person alleging sexual assault, domestic violence, dating violence, or stalking may also file a complaint with the Vice President of Human Resources.

• Informal Complaints

If a person reports to a LTI administrator, department head, faculty member or employee that she or he has been a victim of sexual assault, domestic violence, dating violence, or stalking but chooses not to file a formal complaint at that time, the complainant will be referred immediately to the Title IX Coordinator and promptly notified of available support services on and off campus and alternative remedies. Informal complaints to LTI personnel will be treated confidentially consistent with applicable legal requirements and safety considerations.

Contact for sexual assault, relationship violence, domestic violence, stalking and sexual misconduct violations.

Title IX Coordinator

Jodylynn Rolla MRC, RRT

Laurel Technical Institute

Clinical Coordinator Respiratory Care

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Complaints of sexual misconduct or discrimination from a student against a LTI employee shall be reported to Nancy Decker, President/CEO, Direct Dial 724-562-1045, or extension 134 or cell phone number 724-323-5971.

All incidents of sexual misconduct must be reported in writing on the school's incident report by the victim, eyewitnesses and the person that received the incident.

An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred.

A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law.

• **Confidentiality**

LTI will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Making Reports of Title IX Discrimination

The Title IX Coordinator has primary responsibility for coordinating efforts for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of sex. Department Directors, managers, and supervisors have a duty to identify and report discriminatory behaviors. Employees and persons with responsibility for supervising or ensuring safety of others (including student employees in the course of their employment duties) have a duty to report discriminatory behaviors observed or reported to them. Department Directors, managers and supervisors should be directly involved in resolving allegations of discrimination or sexual misconduct. The Campus Director or Executive Director and Vice President of Human Resources will investigate allegations of discrimination in consultation with the respondent's supervisor, provided the supervisor is not an alleged perpetrator. Department Directors, managers and other supervisors have a duty to monitor the respondent's behavior and to take appropriate disciplinary action if he or she continues to violate LTI policy or procedure including further acts of discrimination and/or acts of retaliation.

A student or employee who alleges that he or she has been subjected to discrimination or sexual misconduct is required to complete an incident report in writing. An eye witnesses is a person or persons that can prove, disprove or provide first-hand information concerning any discrimination or sexual misconduct for an incident(s), and also must complete a written incident report.

A third-party complainant is a person who brings a complaint on behalf of another member(s) of the campus community who has allegedly been the subject of discrimination or sexual misconduct. Complainants may be individuals or groups of individuals who have been impacted by discrimination or sexual misconduct. Respondent(s) are person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons. Respondents may be individuals, groups, programs, academic or administrative units, or the institution.

Retaliation: An individual who is subjected to retaliation (for example threats, intimidation, reprisals, or adverse employment or educational actions) because he or she (a) made an incident report of discrimination or sexual misconduct in good faith, (b) assisted someone with an incident report of discrimination or sexual misconduct, or (c) participated in any manner in an investigation or resolution of a report of discrimination or sexual misconduct.

Laurel Technical Institute may at any point in the complaint process elect to place the respondent on investigative leave, reassignment, or authorize other types of temporary measures while an investigation is pending, including but not limited to "no contact" provisions.

No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of this policy and may be a basis for disciplinary action, up to and including termination. Evidence of false complaints or false information shall be referred to the Title IX Coordinator.

The complainant and the respondent shall be informed in writing of the completion of the investigation and the outcome of the investigation. The complainant shall be informed of the findings and of actions taken or recommended to resolve the complaint, if any, that are directly related to the complainant, such as a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the respondent. The respondent shall be informed of the findings and of actions taken or recommended to resolve the complaint and shall be notified generally of referrals for disciplinary action and recommended disciplinary action.

HARASSMENT/DISCRIMINATION/SEXUAL MISCONDUCT:

Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

B. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance; or creating an intimidating, hostile or offensive work or education environment.

D. Such conduct will threaten or suggest that an employee's refusal to submit to sexual harassment will adversely affect that person's employment work status, evaluation, wages, pay increase, continued employment, advancement, assigned duties, hours of work, or any other terms or conditions of employment. Also, no employee, regardless of their job title, shall promise, imply, or grant any preferential treatment in return for another employee's acceptance of such conduct which is sexually harassing.

E. Such conduct will threaten or suggest that a student's refusal to submit to sexual harassment will adversely affect that student's educational status, financial aid, grades, schedule, attendance, any preferential treatment or any other terms or conditions affecting a student's education.

The two main forms of sexual harassment are:

Quid pro quo (this for that or something for something) – demands or requests for sexual favors in exchange for a condition of employment or employment decisions affecting the employee.

Quid pro quo is also demands or requests for sexual favors in exchange for a condition of a student's

education or education decisions affecting the student. This type of violation involving an employee or student has a zero tolerance and is a termination of employment offense.

Hostile environment – occurs when sexual or other discriminatory conduct is so severe and pervasive that it interferes with an individual’s performance; creates an intimidating, threatening, offensive, or humiliating work environment. A similar form of this type of unacceptable conduct will also create a hostile education environment for a student. This type of violation involving an employee or student is subject to disciplinary action up to and including termination of employment.

Sexual Harassment may involve the behavior of a person of either sex against a person of the same or the opposite sex, when that behavior is unwelcome, unwanted or offensive and may affect an individual’s employment or education conditions and/or performance.

Some examples of conduct that may constitute sexual harassment include: (a) making unwelcome sexual flirtations, advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature relating to a condition of employment or education (b) any act which has the effect of creating a harassing, intimidating or a hostile environment (c) creating an intimidating, hostile or offensive work environment whereas such conduct may include the following:

VERBAL

- Telling sexually oriented or suggestive stories or jokes.
- Sexual innuendo or sexually suggestive comments, kidding or teasing.
- Subtle pressure or requests for sexual activities.
- Referring to or calling an individual by an endearing, demeaning or sexual term such as sweetie, sweetheart, doll, honey, dear, cutie, love, babe or other sexual nicknames.
- Making sexual comments and innuendos about a person’s body or appearance.
- Sexually degrading words used to describe an individual.
- Probing into a person’s sexual experiences or preferences.
- Insisting on dates when a person isn’t interested and/or has declined previous offers.
- Making suggestive sounds, calls or whistling at a person.
- Using foul, obscene, abusive or vulgar language.
- Sexually explicit, suggestive or offensive comments.
- Verbal abuse of a sexual nature.

NONVERBAL

- Leering or ogling suggestively at a person.
- Intentionally following or stalking a person.
- Reading, displaying, sending or showing sexually suggestive or revealing words, sexually suggestive objects, pictures, magazines, graffiti, emails, faxes, calendars, posters, cartoons or other visuals.
- Making suggestive gestures or body movements.
- Sending unwanted notes, emails, faxes or other written material.
- Giving sexually oriented or unwanted personal gifts.
- Visiting sexual or porn related internet sites.

PHYSICAL

- Unnecessary touching or unwelcome physical contacts of an individual including pinching, patting, hugging, kissing, caressing or brushing against another.
- Massaging a person’s neck, shoulders or other parts of their body.
- Leaning over, standing too close to, or brushing up against a person; invading their space.
- Blocking, impairing or otherwise interfering with an individual’s normal movement.

- Physical or sexual assault

Employee-Student Relationships

An employee is not permitted to engage in unacceptable conduct with a Laurel Technical Institute student such as an amorous, dating or fraternizing relationship, sexual flirtation, sexual advance or any type of sexual relationship especially if that employee instructs, evaluates, supervises, advises, has authority over or has some influence relating to that student. Sexual advances, sexual flirtations or requests for sexual favors from an employee toward, by or between students are results of unacceptable behavior that will result in severe disciplinary action. Sexual oriented or unwelcome personal gifts involving an employee and a student is unacceptable conduct.

Definition of Harassment and Discrimination

It is Laurel Business Institute's Policy that all relationships during the course of an employee's employment and student's education shall be conducted in an environment that is not hostile or offensive. Harassment and discrimination in the terms and conditions of employment and education against employees, students and applicants on all relevant protected classes on the basis of sex, race, color, national origin, religion, and disability is prohibited and will not be tolerated.

Examples of inappropriate behavior of harassment are but not limited to:

- Derogatory remarks, demeaning nicknames, slurs or comments about a person's membership in the above protected class
- Derogatory or demeaning kidding or teasing
- Visual messages such as posting cartoons that are demeaning or degrading words to describe an individual
- Jokes or stories that are a stereotype or to make fun of
- Using foul, obscene, abusive or vulgar language
- Reading, displaying, sending or showing demeaning or derogatory words, objects, pictures, magazines, graffiti, emails, faxes, calendars, posters, cartoons or other visuals.
- Verbal or nonverbal mimicking or imitating innuendoes that have a negative connotation
- Verbal, physical or written harassment such as derogatory treatment based on gender, degrading words to describe an individual or any negative action that refers to a certain ethnic group, race, sex, nationality, age, disability, religion or belief, are in violation of this policy and is forbidden. Violations of harassment or discrimination will result in disciplinary action up to and including termination of employment.

An employee found to have committed such unacceptable conduct is in violation of this policy and will be subject to disciplinary action up to and including termination of employment.

Violations of the Sexual Harassment, Sexual Misconduct, Harassment and Discrimination Policy will result in disciplinary action up to including termination of employment or education.

Laurel Technical Institute prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

DISCIPLINARY HEARING AND APPEAL PROCEDURES

Disciplinary Process for Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Jurisdiction

LTI has the authority to take disciplinary action for conduct occurring on or off campus when the conduct, among other things, threatens the safety of the LTI community. Laurel Technical Institute officials will provide a prompt, fair, and impartial investigation and resolution.

If The Respondent Is a Student

If the alleged respondent is a LTI student, the complainant may file a complaint (called a referral) against the respondent for violation of the Student Code of Conduct. This referral may be resolved through an administrative meeting or a hearing. In addition, the respondent may face criminal charges. In the absence of a referral, LTI may proceed with an investigation and resolution of any reported acts of sexual assault, relationship violence, or stalking if LTI determines that such investigation and resolution are necessary to ensure the safety and well-being of LTI community members. The Title IX Coordinator will make the initial investigation of the complaint. The Title IX Coordinator due the result of their initial investigation,

Student Disciplinary Process: From Initial Meeting Through Hearing

Upon learning of an incident of sexual misconduct or harassment, relationship violence, or stalking, the Title IX Coordinator will meet with the complainant to discuss confidentiality concerns and the conduct process in general. If the complainant elects to file a referral against the respondent, the Title IX Coordinator will begin an initial investigation by meeting with the complainant and the respondent as necessary.

The proceedings will include a prompt, fair and impartial process from the investigation to the final result. The process will provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

The institution will simultaneously notify, in writing. Both the accuser and the accused of the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, domestic violence, sexual assault or stalking. The institutions procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available.

At the initial meeting with the respondent, the Title IX Coordinator will give the student adequate notice of and an opportunity to review and respond to the allegations outlined in the submitted referral. The Title IX Coordinator also will give both parties written notice of available on and off-campus medical, counseling, legal, and other relevant resources and written notice about interim measures such as no-contact orders and appropriate and available academic, housing, transportation, dining, and working accommodations. In cases in which the accused student's conduct poses a threat to the LTI community, the Title IX Coordinator may impose an interim suspension that occurs immediately and that lasts until the matter is resolved.

The Title IX Coordinator may request the complaint be sent to a formal fact finding investigation conducted by the Campus Director and Vice President of Human Resources.

Both the respondent and the complainant will have the opportunity to review evidence gathered during the investigation or submitted by the opposing party.

A hearing will be conducted with the Hearing Board. Both students also may provide testimony and evidence at the hearing before unbiased board members who are trained annually on issues related to sexual violence, the hearing process, standards of evidence, credibility, and weight of evidence. Both parties will be allowed to offer input into the sanctions imposed should the hearing board find the respondent responsible. The hearing board will make recommendations to the dean of students, who will make the final determination of any imposed sanctions.

The entire conduct process will be prompt and timely, with a general time frame of 60 days for investigation and resolution, unless LTI demonstrates good cause for the process to take longer. The

Title IX Coordinator will notify both parties of any developments, as appropriate.

In addition, both the complainant and the respondent will receive the same opportunities to have an advisor of their choosing present during any conduct proceeding, to be informed in writing simultaneously of the outcome of any proceeding, and to have a right to appeal the final decision of any such proceeding. All matters before the hearing board will be judged using the preponderance of the evidence standard, which means, is it more likely than not that the Student Code of Conduct was violated.

Sanctions Involving Student Misconduct

Sanctions may include a disciplinary reprimand; a permanent no-contact order or permanent persona non grata status for some portion or all of campus locations; counseling assessment; disciplinary probation for a specified period of time; housing dismissal; disciplinary suspension for a specified period of time; disciplinary dismissal from LTI; and any other appropriate measures that support the LTI's commitment to address, prevent, and end the effects of sexual assault, relationship violence, and stalking. If the complainant pursues legal action in the public court system, an accused student could face criminal penalties as well.

If The Assailant Is an LBI/LTI Employee

The LBI/LTI's Title IX Coordinator will be responsible for investigating reports of sexual assault, domestic violence, dating violence, and stalking, and making factual findings, applying a multitude of the evidence standard, with respect to whether a policy violation occurred. Following the fact-finding investigation by the Campus Director and Vice President of Human Resources the fact finding investigative process they will prepare a written report with findings and remedial recommendations. The investigation will be complete within 60 days, and the report of findings will be simultaneously provided to the accused and the accuser, and, in appropriate circumstances, may be provided to the immediate supervisor of the accused. Along with the report of findings, both parties will be provided the opportunity to attend or participate in a disciplinary meeting, which will occur after the investigative report is finalized. Both the accused and the accuser have the right to have an advisor of their choice present at this disciplinary meeting. The meeting will be conducted by an official(s) who receives annual training in investigation and hearing processes, as well as on issues related to domestic violence, dating violence, sexual assault, and stalking. Following the disciplinary meeting, both the accused and the accuser will receive simultaneous notice of the final disciplinary sanctions.

Both the accused and the accuser may appeal the final disciplinary sanctions to the President/CEO. LTI Policy Employee Grievance Procedures will be followed throughout the appeal process as described in the LTI employee handbook at the conclusion of any appeal process, both the accused and the accuser will be notified simultaneously, in writing, of the outcome of the appeal and sanctions. Possible sanctions or protective measures LTI may impose on a faculty or staff member following a final determination of an institutional procedure include:

- Employee termination from LTI
- Unpaid suspension
- Restrictions from all or portions of the campus

If the alleged assailant is a LTI employee and the victim is either a LTI employee or student, in addition to possible criminal legal action,

Seeking Protective Measures

Depending on the circumstances, you may have the option, among other remedies, to obtain no-contact orders, seek room or course changes, file student judicial or administrative harassment complaints, and pursue criminal complaints. For more information and assistance, you can contact the Title IX

coordinator or Vice President of Human Resources for violations of Sexual Harassment, Sex Discrimination, Harassment, Discrimination or Retaliation.

Standard of Evidence

All matters before the hearing board will be judged using the preponderance of the evidence standard, which means, is it more likely than not that the Student Code of Conduct was violated.

Non-retaliation

Retaliation against anyone involved in the investigation of alleged incidents of sexual misconduct, whether they are the referring individual, a witness, an investigator, or anyone else, is prohibited by LTI policies. This statement also clarifies that all individuals involved in the investigation process are expected to honor the confidentiality of the process and the information involved.

Reporting To Other Campus Security

Authorities

While LTI prefers that community members promptly report all crimes and other emergencies directly to the Campus Security Officials (CSA), we also recognize that some may prefer to report to other individuals as employees of LTI. These other individuals are required to report all crimes to a CSA member or 911 or law enforcement in a dangerous situation of imminent danger.

CONFIDENTIALITY

A victim will not be pressured to request confidentiality, nor make a full report if the victim is not ready to do so. The victim will make the decision to contact law enforcement, LBI/LTI will assist the victim to contact law enforcement if the victim chooses that option. Laurel Business Institute/Laurel Technical Institute will do everything possible to honor a student's request that his or her name not be disclosed to the alleged perpetrator or that no investigatory or disciplinary action be taken. LBI/LTI would prefer to have the victim anonymously complete an incident report without listing the name of victim and any other identifying information relating to the victim

PROTECTIVE MEASURES

When a student or employee reports to the institution that the student or employee has been a victim of sexual assault, stalking, dating violence or domestic violence, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student's or employee's rights and options under VAWA about options for available assistance and how to request change for academic situations, living situations, transportation situations, working situations and protective measures. Some of the protective measures that Laurel Business Institute/Laurel Technical Institute will make available are:

- Assist the student in making a complaint with the local law enforcement.
- Request a description of the accused and vehicle which will be provided to the members of the Crisis Management Team and front desk personnel.
- Use of a temporary escort by LTI employees or suggest in walking within the campus from buildings to parking lot.
- Assign special parking arrangements.
- Changing classroom location, schedule or allowing the student to complete assignments at independently at school or online depending on the program.
- Recommend obtaining a protection from abuse order (PFA).
- Issue a no contact order if the accused is an employee or student.
- Provide a listing of counselors.
- Change of work schedule or supervisor if the victim is an employee.

- Provide information from Crime Victim's Center to assist in emergency housing, legal assistance, medical assistance and safety.

Protection from Abuse (PFA) Order

A PFA order from a court gives protective "relief" for a victim (and sometimes children) for up to three years. A person can file for a PFA order from the court for themselves or on behalf of their children who are under age eighteen. A PFA order describes certain things the abuser must do or is forbidden to do in regard to a victim, and can include many kinds of protection. For example, a PFA order can make it illegal for the abuser to contact, harass and abuse the victim and the victim's children. The PFA order can order the abuser to give back keys, papers, toys, clothes and other items. If the abuser does not follow the order, there can be criminal charges.

[Research suggests](#) that PFAs work to deter certain abusers. For a domestic violence victim, getting a PFA is just one part of a larger plan to be safe from the abuse. An advocate at the local [domestic violence program](#) can help a victim create a [safety plan](#) for the family.

Who Can Obtain a PFA Order?

A victim of abuse may file for a PFA order against an intimate partner or a family member, such as:

- Spouses or ex-spouses;
- Persons who have lived as spouses;
- Domestic partners;
- Same sex couples;
- Parents;
- Children;
- Persons related by blood or marriage (including brothers/sisters); or
- Current or former sexual or intimate partners (including dating relationships).

The PFA Act does not cover abuse by a stranger or a roommate that the victim is not intimately involved with.

How to Get a PFA Order

Although the [PFA Act](#) is a Pennsylvania law, every county has a different process to get a PFA order. The local [domestic violence program](#) has information about the PFA process in each county and the rights of victims of abuse or other crimes. The PFA Act says that an advocate from the domestic violence program can also go with victims to PFA hearings, and may not reveal anything that is talked about with victims.

Even though each county is different, the legal process follows the same general pattern. The PFA process usually starts by filling out a form called a "petition" at the local county courthouse. The questions in the petition ask victims to explain why they want protection and to describe the abuse they suffered. In legal terms, the person who wants the PFA is called the "petitioner" or the "plaintiff". The PFA petition also asks the petitioner to tell what they want the PFA to do. Usually, there are employees at the courthouse who can help to complete PFA petitions, and give information about free or low-cost legal services in the county or region. The PFA Act says that courthouse information and assistance to PFA petitioners should be provided in both English and Spanish.

After the petition is filled out, a judge will read it and may ask the plaintiff to answer a few questions. The abuser will not usually be present in the court for this. The judge may grant or deny a temporary PFA

order and will schedule a date for a final hearing. A temporary PFA order will protect a victim and/or children until the date of the final hearing. This hearing will take place within 10 business days. Even if the judge does not grant a temporary protection order, the judge will schedule a final order hearing.

Next, the local sheriff's office will deliver a copy of the petition, any temporary PFA order and notice of the upcoming final hearing to the defendant. The defendant may become angry or try to contact the victim after getting the notice. It is important for victims to see an advocate at the local [domestic violence program](#) to make a safety plan for the period of time before the final hearing, especially if the judge does not give a temporary PFA order.

On the date of the PFA hearing, the plaintiff/victim and defendant/abuser will come before a judge. Both are allowed to have attorneys to represent them at this hearing. A domestic violence advocate may also come with the victim. If both the plaintiff and defendant agree on the terms of an order, the judge will make it official. If either does not agree, the judge will give the victim and abuser the chance to talk on the record about the abuse described in the petition.

After listening to the testimony, the judge may grant the plaintiff a final PFA order. Final orders can be in place for any period of time up to and including 3 years.

What Can a PFA Order Do?

A plaintiff can ask for any or all of the following forms of relief in the PFA petition. The judge will consider the requests and may grant all or some of them in the final PFA order:

- ask the judge to order the abuser to stop threatening, abusing, harassing or stalking the victim and the victim's children.
- ask the judge to make the abuser leave the home or household (even if both parties own it or are on the lease)
- request that the victim's new address or location remain confidential.
- ask the judge for [temporary custody](#) of the children.
- ask for temporary spousal or [child support](#).
- ask to be paid back for expenses that the victim had as a result of the abuse.
- ask the judge to prohibit the abuser from contacting the victim, victim's children, or family members.
- ask the judge to order the abuser to turn over any [firearms](#) or other weapons.
- ask the judge to order "any other appropriate relief" like the return of a pet, car keys, important papers, or other personal property.

How Much Does a PFA Order Cost?

The PFA Act says that PFA orders are free for the person seeking protection. In most cases, the defendant will have to pay for all or part of the PFA process. Otherwise, the county must pay.

How Can a Domestic Violence Advocate Help?

A [domestic violence advocate](#) can help victims with many services. They may be able to help victims fill out a PFA petition or go with the victim to court. Advocates can give victims information about the county PFA process and help victims to make a safety plan.

What a victim says to a domestic violence program advocate is confidential. By law, an advocate cannot repeat what victims tell them, even if called into court by a judge. The only exception is that the advocate

must report it if the victim reveals that a child is in danger of being abused. Confidentiality between victims and advocates means that victims can speak freely about their circumstances and plan for their future safety.

Domestic violence programs and advocates do not charge for their services. Victims can reach a domestic violence advocate anywhere in the country by calling the [National Domestic Violence Hotline](#) at 800-799-SAFE (7233) or TTY 800-787-3224. Every county in Pennsylvania is served by a [domestic violence program](#)

What If an Abuser Violates the PFA Order?

In most cases, the victim should immediately call the police if the abuser doesn't keep to ("violates") the terms of the PFA order. According to the PFA Act, the police can and should arrest the abuser for any violation of the PFA order. The only exception is that the police cannot arrest an abuser for not paying expenses and support as ordered.

A defendant who violates a PFA order can be arrested and charged with a crime called indirect criminal contempt. The victim may be asked to testify about the violation at a court hearing. If the court finds the defendant guilty of violating the PFA order, the court can give jail time, probation, and/or fines.

Even though the police may arrest and charge an abuser for indirect criminal contempt, the abuser may be released before the hearing. Victims should consider talking to a [domestic violence advocate](#) about [steps to take to stay safe](#).

Are PFA and Protection Orders Valid Across State Lines?

Yes, a PFA order from Pennsylvania is valid in every county in Pennsylvania, every state across the country, and on tribal lands. Protection orders from other states or tribal courts are also valid in Pennsylvania. This is because the Violence against Women Act (VAWA), a federal law that protects victims of domestic violence, makes all states honor other courts' protection orders. There are law enforcement databases that make it easier for police to electronically check protection orders, but they are not foolproof. It is important for victims to have their PFA orders with them whenever they are traveling or if they move to a new address, especially out of state.

A plaintiff who has a PFA order does not have to register it in a different county or state for it to be valid, but registering it with the local courthouse may be helpful. On the plus side, registering an order allows police to quickly verify the order and respond faster to if an abuser violates it. On the downside, some states will notify the defendant when the victim registers a PFA order in a new county or state. If the victim does not want an abuser to know where they are, they may not want to register the PFA. Procedures for registering a PFA order vary from state to state.

A domestic violence program (Find Help) or the [National Domestic Violence Hotline](#) at 800-799-SAFE (7233) or TTY 800-787-3224 can give more information on how to register a PFA order in a new state.

It is good for a victim to have a certified copy of the order along at all times, especially if a victim decides not to register a PFA order after moving. (A certified copy is one that is stamped with a raised seal and initialed by the court.) It is also a good idea to have multiple copies of the order for work, home, and/or school.

PCADV the [Pennsylvania Coalition against Domestic Violence](#) Works to Help Victims Get Legal Protection from Abuse

- [PCADV's member programs](#) work in every county to provide domestic violence victims and families with emergency shelter, housing options and other services to help victims gain safety and independence.
- PCADV legal department attorneys provide technical assistance to [advocates](#) and [attorneys](#) helping domestic violence victims facing PFA legal issues.
- PCADV offers [training](#) about the PFA Act and case law, enforcement and violations of PFAs, and working with domestic violence victims.
- Pennsylvania Protective Orders Laws
- Pennsylvania has a [protective order law](#) that is triggered in domestic violence cases. Such court orders often state, for instance, that an abusive spouse may not come within a stated distance of another person for a period of time. In Pennsylvania, protective orders (also called "restraining orders") may also be used in stalking cases.
- The basic provisions of Pennsylvania's protective order laws are listed in the table below, while additional information follows. See [Domestic Violence: Orders of Protection and Restraining Orders](#) for more information.

Code Section	Domestic Relations 23 §6102 , et seq.
Activity Addressed by Order	Enjoin contact; exclude from dwelling, school, employment, or defendant provide suitable alternate housing; regarding minors: temporary custody, visitations, support; relinquish weapons; pay reasonable losses suffered as a result of abuse
Duration of Order	emergency: expires at end of next business day; General: maximum 18 mos., may be extended indefinitely
Penalty for a Violation of Order	Indirect criminal contempt: jail maximum 6 months and/or fine minimum \$100 and maximum \$1,000
Who May Apply for Order	Adult or emancipated minor or any parent, adult household member, or guardian ad litem on behalf of minor or incompetent
Can Fees Be Waived?	Yes, if petitioner prevails; if not, court decides whether petitioner able to pay
Order Transmission to Law Enforcement	Petitioner may register order without cost or fee in any county or a copy may be sent to the Pennsylvania State Police registry. Copy to police department with proper jurisdiction and copy to county registry of protection order
Civil Liability for Violation of Order	Yes, civil contempt

- **Types of Protective Orders in Pennsylvania**
- Protective orders are not one-size-fits all. There are many different protective orders which prohibit different kinds of activities. There are many different reasons for obtaining a protective order, and each protective order is tailored to fit each situation.
- [Enjoin Contact](#)
- Some protective orders prohibit contact between the petitioner (the person asking for the order) and the defendant. This is common when there has been a history of abuse from the defendant against the petitioner, so much so that it would be unsafe for the defendant to be in contact with the

- petitioner at all.
- Exclude from Private Spaces
 - In certain circumstances, like when some contact is necessary, the defendant can be prohibited from visiting private places, like a home, school, or place of business. The defendant and petitioner might not get along, but may have to have some contact. Exchanging children in the case of joint custody or visitation is a common example.
 - Protective Orders and Minors
 - A protective order may also grant temporary custody rights to one parent, and order visitation and child support until a court is able to settle these issues permanently.
 - Relinquish Weapons
 - In cases of severe domestic violence, a defendant may be required to give up any weapons they own, in order to protect the petitioner.
 - Damages
 - Defendants may also be required to pay for losses suffered as a result of abuse.
 - **How Long Do Protective Orders Last?**
 - There are two main types of protective orders, temporary orders and final orders. Temporary orders only last until the courts have a chance to issue a permanent protective order. Final protective orders can last indefinitely, but must be renewed every eighteen months. Emergency protective orders only last for one day.
 - **Penalties for Violating a Protective Order**
 - Violating a protective order is criminal contempt, and can get a jail sentence of up to six months, and a fine up to \$1,000.
 - **Who may apply for a protective order?**
 - Any adult can apply for a protective order, including emancipated minors, and the guardian of a minor or incompetent person.

BYSTANDER INTERVENTION

Steps You Can Take to Prevent Sexual Assault

Everyone has a role to play in preventing sexual assault. There are many different ways that you can step in or make a difference if you see someone at risk. This approach to preventing sexual assault is referred to as “bystander intervention.”

How can I play a role in preventing sexual assault?

The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn’t right. Stepping in can make all the difference, but it should never put your own safety at risk.

Create a distraction

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

- Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.”
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that is draws other people in, like a game, a debate, or a dance party.

Ask directly

Talk directly to the person who might be in trouble.

- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

Refer to an authority

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like a security guard.

- Talk to a security guard, bartender, or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
- Don’t hesitate to call 911 if you are concerned for someone else’s safety.

Enlist others

It can be intimidating to approach a situation alone. Enlist another person to support you.

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you’re concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

Your Role in Preventing Sexual Assault

The only person responsible for committing sexual assault is a perpetrator, but all of us have the ability to look out for each other’s safety. Whether it’s giving someone a safe ride home from a party or directly confronting a person who is engaging in threatening behavior, anyone can help prevent sexual violence.

What is a bystander?

A bystander is a person who is present when an event takes place but isn’t directly involved. Bystanders might be present when sexual assault or abuse occurs—or they could witness the circumstances that lead up to these crimes.

On average there are over 293,000 victims (age 12 or older) of rape and sexual assault each year in the U.S. The majority of these crimes are committed by someone the victim knows. Given these circumstances, it’s important to recognize the role bystanders can play in preventing crimes like sexual assault.

What can I do to prevent sexual assault?

You may have heard the term “bystander intervention” to describe a situation where someone who isn’t directly involved steps in to change the outcome. Stepping in may give the person you’re concerned about a chance to get to a safe place or leave the situation. You don’t have to be a hero or even stand out from the crowd to make a big difference in someone’s life. [Take steps to protect someone](#) who may be at risk in a way that fits your comfort level.

Whether you’re taking home a friend who has had too much to drink, explaining that a rape joke isn’t funny, or getting security involved when someone is behaving aggressively, choosing to step in can affect

the way those around you think about and respond to sexual violence.

Why don't people help more often?

It's not always easy to step in, even if you know it's the right thing to do. Some common reasons bystanders remain on the sidelines include:

- "I don't know what to do or what to say."
- "I don't want to cause a scene."
- "It's not my business."
- "I don't want my friend to be mad at me."
- "I'm sure someone else will step in."
- "I don't want to get involved".

It's okay to have these thoughts, but it's important to realize that your actions can have a big impact. In many situations, bystanders have the opportunity to prevent crimes like sexual assault from happening in the first place.

Your actions matter

Whether or not you were able to change the outcome of the situation, by stepping in you are helping change the way people think about their roles in preventing sexual violence. If you suspect that someone you know has been sexually assaulted, there are steps you can take to support that person.

- Learn more about steps you can take to prevent a sexual assault and [show you C.A.R.E.](#)
- Identify ways to [help someone you care about.](#)
- Learn more about [how to respond](#) when someone discloses sexual assault or abuse.

Four steps to protect your family, friend and others:

Create a distraction

Ask Directly

Refer to an authority

Enlist others

RISK REDUCTION

Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With no intent to blame the victim and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse and Incest National Network, [rainn.org](#)):

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.

- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911)
- Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you have left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend have been drugged, contact law enforcement immediately (local authorities can be reached by calling 911). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable who is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
 - Attend Ongoing Prevention & Awareness Campaigns

HARASSMENT/DISCRIMINATION/SEXUAL MISCONDUCT DEFINITIONS:

Gender based harassment: disparaging comments or conduct based on gender identity (persistent disparagement of a person based on a perceived lack of stereotypical masculinity).

Harassing conduct rises to the level of discrimination when the conduct is so severe or persistent that it creates a hostile environment that interferes with a student's ability to benefit from the educational program or activity. One incident of sexual violence can result in discrimination.

Gender Discrimination: Includes discrimination or verbal/ physical harassment which is based on the person's gender but which is not sexual in nature including which may include discrimination or sexual misconduct on the basis of sexual orientation, gender identity or gender expression, and harassment or discrimination on the basis of sex-stereotyping.

Sex Discrimination: Behavior or action that denies or limits a person's ability to benefit from, fully participate in educational programs or activities or employment opportunities because of a person's sex. Examples of the types of discrimination that are covered under Title IX include, but are not limited to, sexual misconduct, sexual harassment, sexual violence, failure to provide equal opportunity in educational programs and co-curricular programs including activities, discrimination based on pregnancy, and employment discrimination.

Sexual Misconduct: A range of behaviors including sexual harassment and sexual violence. Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that (a) is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or to create a hostile or abusive educational environment, or (b) explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome conduct of a sexual nature; sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the victim.

Harassment: Harassment is unwelcome conduct that is based on race, color, religion, sex, national origin, age, disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment or education, or 2) the conduct is severe or pervasive enough to create a work or education environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

CONSENT

Consent to engage in sexual activity must be knowing and voluntary; it must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is active, not passive.

Guidance for Consent:

- Prior to initiating a sexual encounter, one is expected to obtain consent to each act of sexual activity prior to initiating such activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes

lack of consent. A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive.

- If at any time during the sexual activity, any confusion or ambiguity arises as to the willingness of the other individual to proceed, both parties should stop and clarify verbally the other’s willingness to continue before continuing such activity.
- Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual’s ability to exercise their own free will to choose whether or not to have sexual contact.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent.
- In the Commonwealth of Pennsylvania, the age of majority is 18. Under state law, consent cannot be given by minors under the age of 13 and can only be given by a minor under the age of 16, if the other party is less than four (4) years older than the minor.

Force is the use or threat of physical violence or intimidation to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual’s will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

Incapacitation, an individual lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual’s:

- decision-making ability;
- awareness of consequences;
- ability to make informed judgments; or
- capacity to appreciate the nature and the quality of the act.

Evaluating incapacitation also requires an assessment of whether a respondent should have been aware of the complainant’s incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent’s position.

- An individual who is physically incapacitated from alcohol or other drug consumption

(voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent.

Bystander **Intervention** involves developing the awareness, skills, and courage needed to intervene in a situation when another individual needs help. Bystander intervention allows individuals to send powerful messages about what is acceptable and expected behavior in our community.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up or do something about it."

The definition of proceeding is the process of appearing before a court of law so a decision can be made about an argument or claim. The definition of result is to spring, arise, or proceed as a consequence of actions, circumstances, premises, etc.; be the outcome or to terminate or end in a specified manner or thing.

Intimate-partner violence, also referred to as dating violence, domestic violence, and relationship violence, includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior. Intimate-partner violence can encompass a broad range of behavior, including, but not limited to, physical violence, sexual violence, emotional violence, and economic abuse. Intimate-partner violence may take the form of threats, assault, property damage, or violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate-partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations and does not discriminate by racial, social, or economic background.

Sexual misconduct, including sexual misconduct and sexual violence, has been recognized as a form of discrimination in violation of Title IX. For emphasis, sexual misconduct may be referred to specifically herein, and in addition to "discrimination" which refers generically and inclusively to all forms of discrimination on the basis of sex.

WHAT YOU SHOULD DO IF YOU ARE SEXUALLY ASSAULTED:

Victims of sexual assault feel traumatized or blame themselves and are reluctant to seek help and proper medical care. If an individual has been the victim of sexual assault, dating violence, domestic violence, and/or stalking, or think they may have been, there are several options for reporting the incident and for obtaining the information, assistance, and support needed for all aspects of recovery, both emotional and physical.

Immediately After an Incident

- **Physical Safety:** Your immediate safety is the top priority. As quickly as possible, find a safe place away from the perpetrator or any other potential danger.

Preservation of Evidence

Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible.

- It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved.
- In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns.

- Victims of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a school or police investigation.

Preserving and Collecting Forensic Evidence

In the immediate aftermath of a sexual assault, the most important thing is for the victim to get to a safe place. Whether it be the victim's home, a friend's home or with a family member, immediate safety is what matters most. When a feeling of safety has been achieved, it is vital for the victim to receive medical attention, and strongly recommended for the victim to receive a forensic examination.

Preserving DNA evidence can be key to identifying the perpetrator in a sexual assault case, especially those in which the offender is a stranger. DNA evidence is an integral part of a law enforcement investigation that can build a strong case to show that a sexual assault occurred and to show that the defendant is the source of biological material left on the victim's body.

Victims should make every effort to save anything that might contain the perpetrator's DNA, therefore a victim should not:

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

Seek medical attention as soon as possible. You are encouraged to seek immediate medical attention for your own physical health and to preserve all physical evidence. You can receive treatment at any medical facility; hospital emergency departments are in the best position to treat you and collect physical evidence.

Sexual Assault Information

You do not have to press charges if you call the police. However, if the sexual assault occurred on campus, police will initiate an investigation.

An anonymous record of any on-campus assault among Laurel Business Institute or Laurel Technical Institute crime statistics in order to give an accurate representation of crime on campus and to help prevent further crimes of this nature. In general, newspapers and other media outlets do not reveal names of victims of sexual assault.

Although you are not required to seek medical care, it is highly encouraged. Taking care of your physical and medical state is an important role in the healing process. You may have internal or external injuries as a result of an assault that require medical care. Additionally, you may want to explore options for preventing sexually transmitted diseases (STDs) and/or pregnancy

If a student or employee is a victim of domestic violence, dating violence, sexual assault, or stalking, that occurred on or off campus, then they should report the incident promptly to the Campus Security Authority and local police (if the victim requests.)

If you or someone you know has been affected by sexual violence, it's not your fault. You are not alone. Help is available 24/7 through the National Sexual Assault Hotlines at 1-800.656.HOPE, and online at rainn.org

The victim has the right to accept or decline any or all parts of the exam. However, it is important to remember that critical evidence may be missed if not collected or analyzed.

After the forensic medical exam is performed and the evidence is collected and stored in the kit, the victim will be able to take a shower, brush their teeth, etc. — all while knowing that the evidence has been preserved to aid in a criminal prosecution if so desired.

Family Educational Rights and Privacy Act (FERPA) of 1974.

DISCLOSURE OF EDUCATION RECORDS IN HEALTH AND SAFETY EMERGENCIES

If Laurel Technical Institute determines that there is an immediate and significant threat to the health or safety of a student or other individuals, FERPA allows disclosure of information from education records to appropriate parties whose knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Act commonly known as the Family Educational Rights and Privacy Act (FERPA) of 1974.

Coordination with Drug Free School Policy

- Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to the school's alcohol or drug policies.
- Students are encouraged to report all instances of sexual misconduct, taking into consideration the importance of reporting sexual misconduct in addressing violations of the School's alcohol and drug policies.
- This means that, whenever possible, the school will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct

DRUG AND ALCOHOL POLICY

Laurel Technical Institute strictly prohibits the unlawful possession, use, consumption, distribution, or manufacture of drugs and/or alcohol on LTI property, or as part of any LTI activity including internship sites, clinical sites and activities. A violation of this policy will subject the student to the full range of sanctions, including, but not limited to, expulsion. Employees who violate the LTI policies on alcohol and drug use are subject to mandatory referral to a drug and alcohol rehabilitation program, suspension, disciplinary action, up to and including termination.

Students found in violation of the LTI drug and alcohol policy face possible penalties for drug-related and alcohol-related offenses which include expulsion, suspension, probation, fine, withdrawal, or letter of reprimand and mandatory referral to a drug and alcohol rehabilitation program. Additionally, anyone who violates the Drug and Alcohol Use policy will be subject to criminal prosecution under applicable local, state, and federal laws.

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 is illegal. Violators will be subject to criminal prosecution under applicable state laws.

The possession, sale, or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to LTI disciplinary action, criminal prosecution, fine, and imprisonment.

A description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol and related health risks, are available for review in the following pages.

Visitors not in compliance with this Drug and Alcohol policy will be banned from the LTI campus and its activities and may be prosecuted by law enforcement.

The Campus Security Authority must be immediately contacted when an individual is observed with reasonable suspicion or appears to be under the influence of alcohol, controlled substance or illicit drugs. If the reasonable suspicion is confirmed, the employee or student will be taken to a designated facility for alcohol and drug testing. An employee or student who refuses to the testing will be considered under the influence.

LTI doesn't offer counseling on campus but LTI will provide a referral listing.

The campus will provide brochures and a listing of drug and alcohol counseling services, drug and alcohol treatment centers and drug and alcohol rehabilitation programs to students and employees in the lunch room at the Sharon campus and from the Campus Security Authority. The campus will provide annual in-service consisting of drug and alcohol counseling services, drug and alcohol treatment centers and drug and alcohol rehabilitation programs.

- The US Department of Education requires that all schools complete a biennial review to:
 - Evaluate the effectiveness of its existing drug and alcohol programs and its drug and alcohol abuse prevention program (DAAPP)
 - Identify necessary improvement and modifications
 - Assess the consistency of sanctions imposed for violations of its disciplinary standards and codes of conduct.
 - Prepare a detailed report of its findings and incorporate its findings into its comprehensive DAAPP.
- The biennial review report must describe the research methods and data analysis tools that were used in the assessment.
- The report must identify the responsible official (s) who conducted the review.
- The report must be approved by the institution's chief executive and/or its board.
- LTI's Policy and Procedures for conducting the biennial review of DAAPP.
- A biennial review of LTI's DAAPP will be conducted by December 15th of each odd year beginning with 2013.
- The review committee will consist of the President/CEO, the VP of HR, the VP of Education, the Director of Financial Aid, and the Campus Directors.
- The review committee will review the Drug and Alcohol Statistics report presented by the VP of HR. After analyzing the findings the committee will make any recommendations for approval which will be incorporated in the DAAPP and implemented for the upcoming year. Once the report is reviewed it will be approved by the President/CEO.
- Detailed minutes of this meeting will be taken and maintained by the President/CEO.

STUDENT RIGHTS & RESPONSIBILITIES

Administration of Medication on campus

The administration of medication is discouraged by the Board of Directors as a typical function of education. However, some students with chronic illnesses and specific disabilities may require medication during the school day. Only an authorized person is able to administer medication in the school and under the following conditions:

1. The student (18+) should provide a written request for the administration of the prescribed medication at school.

2. Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved; name of the drug, dosage, time of administration and side effects.
3. The medication should be brought to school in the original container, appropriately labeled by the pharmacy or physician.
4. No over the counter medication, including aspirin, Tylenol, etc. will be administered without a doctor's note.

Drug-Free Schools & Communities Act

Introduction

Two federal laws, the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, mandate that notify all students of its policies, and of the sanctions which will be applied for violations of these policies, relating to the possession, use and/or distribution of illicit (illegal) drugs, non-prescribed medication and alcohol. This information has been developed to meet our obligations to students.

Our commitment to our students is to take responsible action to prevent possession, use and/or distribution of illicit drugs and alcohol and, when practical, to help those students who need help with alcohol or drug issues overcome those problems. Should these efforts to prevent or remediate a problem fail, punitive actions may be initiated.

LTI policies and procedures clearly prohibit the unlawful possession, use, and/or distribution of prescription and/or illicit drugs and consumption of alcoholic beverages on campus or at school sanctioned events. Violations of this policy will result in appropriate corrective and/or disciplinary action up to and including discharge.

Students selling and/or distributing drugs/prescription medication on any part of the school's premises or any school-sponsored event will be terminated from school and referred to the appropriate legal authorities for prosecution.

LTI will make every reasonable effort to assist students in meeting these institutional standards of conduct and policies. Be advised, however, that LTI is prepared to impose disciplinary sanctions, consistent with local, state, and federal law, up to and including expulsion and referral for prosecution, for violation of policy and standards of conduct.

Sanctions: The following student sanctions are listed in order of severity. More than one sanction may be imposed for any single violation.

Warning - A notice, oral or written, that the student has violated a LTI regulation.

Probation - A written reprimand for a violation of a specified regulation. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any LTI regulation during the probationary period. Probation may include a loss of privileges.

Loss of Privileges - Denial of specific privileges or the ability to participate in specified LTI activities for a designated period of time.

Restitution - Repayment to LTI or other party for damage caused by one's actions. This may take the form of service and/or monetary or material replacement.

Discretionary Sanction - Service and/or research projects or other discretionary assignments.

Fines/Administrative Fees - A monetary charge which may be assessed as a punitive sanction or to assist with costs associated with an educational workshop or program.

Suspension - Separation of the student from the campus for a defined period of time, after which the student is eligible to return. Conditions for re-admission may be specified. While a student is suspended, he or she is prohibited from being in or around any LTI complex and is excluded from all privileges and activities.

Refusing to participate or complete successfully a prescribed or required drug or alcohol counseling or rehabilitation program and/or remediation plan.

Expulsion - Permanent separation of the student from LTI. When a student is expelled, he or she is prohibited from being in or around any LTI complex and is excluded from all privileges and activities.

Academic Sanctions – In matters of classroom behavioral issues, various academic sanctions can be imposed including, but not limited to, temporary or permanent removal from classes/labs, or removal from a program and/or school. (See Academic Issues, above)

Interim Suspension - In certain circumstances, the Administrator or designee may impose a suspension prior to the hearing before a judicial body. Interim suspension may be imposed:

- To insure the safety and well-being of the LTI community or preservation of LTI property;
- To insure the student’s own physical or emotional safety and well-being; or
- If the student poses a definite threat of disruption of or interference with normal LTI operations.

During the interim suspension, students shall be denied access to the LTI campus (including classes) and/or all other activities or privileges for which the student might otherwise be eligible, as the Administration may determine to be appropriate.

Alcohol Policy

The purpose of LTI’s Student Alcohol Policy is to help ensure the legal and responsible use of alcohol and reinforce that illegal, excessive, or otherwise dangerous alcohol consumption is prohibited.

Off-Campus Alcohol Consumption

1. When alcohol related activity occurs off the premises of LTI, the Administrator or designee may consider initiating disciplinary action under the Off-Campus Misconduct Policy. LTI reserves the right to impose sanctions for the use, possession, service, or consumption of alcoholic beverages off the premises of the campus when such behavior affects a substantial school interest. In this regard, a violation of local or state law or behavior including, but not limited to, the following may be considered violations of the Student Code of Conduct:

(a) Public Drunkenness/DUI/DWI: When a student is arrested, experiences a loss of control, unconscious and/or needs medical attention;

(b) Furnishing Alcohol to Minors: When a student purchases or serves alcohol to those under the age of 21; and

(c) Repeat Offenders: When a student is involved in repeat misconduct of a similar nature and/or other types of alcohol related offenses.

2. Alcoholic beverages shall not be served to minors (individuals under the age of twenty-one) at school-sponsored functions. A "School-sponsored function" shall be any event at any location that is sponsored by an employee, or agent of LTI in his or her capacity as a representative of the school. Functions organized by students or recognized student organizations shall not be deemed to be sponsored by LTI within the meaning of this policy statement.

The following is a listing of counseling services, treatment centers and description of the health risks associated with the use of illicit drugs and alcohol abuse:

ALCOHOL AND DRUG ABUSE CENTERS FOR SHARON

Abraxas Foundation , Inc
800-227-2927

Alcoholics Anonymous
724-342-0162 or 800-753-9970

Community Counseling Center of Mercer County
2201 East State St
Hermitage PA 16148
724-981-7141
Or
77 North Main St
Greenville, PA 16125
724-981-7141

Insights Chemical Dependency Program
UPMC Horizon Hospital
Shenango Valley : 724-981-5601
Greenville: 724-588-8570

Mercer County Behavioral Health Commission
<http://www.mercercountnbc.org>
724-662-2230 (24 Hours)

Sharon Regional Behavioral Health Services
Hermitage: 724-983-5454
Greenville: 724-588-7814
Or 800-950-9982

Principles of Drug Addiction Treatment

More than three decades of scientific research show that treatment can help drug-addicted individuals stop drug use, avoid relapse and successfully recover their lives. Based on this research, 13 fundamental principles that characterize effective drug abuse treatment have been developed. These principles are detailed in *NIDA's Principles of Drug Addiction Treatment: A Research-Based Guide*. The guide also describes different types of science-based treatments and provides answers to commonly asked questions.

- 1. Addiction is a complex but treatable disease that affects brain function and behavior.** Drugs alter the brain's structure and how it functions, resulting in changes that persist long after drug use has ceased. This may help explain why abusers are at risk for relapse even after long periods of abstinence.
- 2. No single treatment is appropriate for everyone.** Matching treatment settings, interventions, and services to an individual's particular problems and needs is critical to his or her ultimate success.
- 3. Treatment needs to be readily available.** Because drug-addicted individuals may be uncertain about entering treatment, taking advantage of available services the moment people are ready for treatment is critical. Potential patients can be lost if treatment is not immediately available or readily accessible.
- 4. Effective treatment attends to multiple needs of the individual, not just his or her drug abuse.** To be effective, treatment must address the individual's drug abuse and any associated medical, psychological, social, vocational, and legal problems.
- 5. Remaining in treatment for an adequate period of time is critical.** The appropriate duration for an individual depends on the type and degree of his or her problems and needs. Research indicates that most addicted individuals need at least 3 months in treatment to significantly reduce or stop their drug use and that the best outcomes occur with longer durations of treatment.
- 6. Counseling—individual and/or group—and other behavioral therapies are the most commonly used forms of drug abuse treatment.** Behavioral therapies vary in their focus and may involve addressing a patient's motivations to change, building skills to resist drug use, replacing drug-using activities with constructive and rewarding activities, improving problem-solving skills, and facilitating better interpersonal relationships.
- 7. Medications are an important element of treatment for many patients, especially when combined with counseling and other behavioral therapies.** For example, methadone and buprenorphine are effective in helping individuals addicted to heroin or other opioids stabilize their lives and reduce their illicit drug use. Also, for persons addicted to nicotine, a nicotine replacement product (nicotine patches or gum) or an oral medication (bupropion or varenicline), can be an effective component of treatment when part of a comprehensive behavioral treatment program.

8. An individual's treatment and services plan must be assessed continually and modified as necessary to ensure it meets his or her changing needs. A patient may require varying combinations of services and treatment components during the course of treatment and recovery. In addition to counseling or psychotherapy, a patient may

9. Many drug-addicted individuals also have other mental disorders. Because drug abuse and addiction—both of which are mental disorders—often co-occur with other mental illnesses, patients presenting with one condition should be assessed for the other(s). And when these problems co-occur, treatment should address both (or all), including the use of medications as appropriate.

10. Medically assisted detoxification is only the first stage of addiction treatment and by itself does little to change long-term drug abuse. Although medically assisted detoxification can safely manage the acute physical symptoms of withdrawal, detoxification alone is rarely sufficient to help addicted individuals achieve long-term abstinence. Thus, patients should be encouraged to continue drug treatment following detoxification.

11. Treatment does not need to be voluntary to be effective. Sanctions or enticements from family, employment settings, and/or the criminal justice system can significantly increase treatment entry, retention rates, and the ultimate success of drug treatment interventions.

12. Drug use during treatment must be monitored continuously, as lapses during treatment do occur. Knowing their drug use is being monitored can be a powerful incentive for patients and can help them withstand urges to use drugs. Monitoring also provides an early indication of a return to drug use, signaling a possible need to adjust an individual's treatment plan to better meet his or her needs.

13. Treatment programs should assess patients for the presence of HIV/AIDS, hepatitis B and C, tuberculosis, and other infectious diseases, as well as provide targeted risk-reduction counseling to help patients modify or change behaviors that place them at risk of contracting or spreading infectious diseases. Targeted counseling specifically focused on reducing infectious disease risk can help patients further reduce or avoid substance-related and other high-risk behaviors. Treatment providers should encourage and support HIV screening and inform patients that highly active antiretroviral therapy (HAART) has proven effective in combating HIV, including among drug-abusing populations

Commonly Abused Drugs

Most drugs of abuse can alter a person's thinking and judgment, leading to health risks, including addiction, drugged driving, and infectious disease. Most drugs could potentially harm an unborn baby; pregnancy-related issues are listed in the chart below for drugs where there is enough scientific evidence to connect the drug use to specific negative effects.

For information about treatment options for drug addiction, see [NIDA's Treatment pages](#). For drug use trends, see our [Trends and Statistics page](#).

The following drugs are included in this resource:

- Alcohol (Ecstasy/Molly)
- Ayahuasca ➤ Mescaline (Peyote)
- Cocaine
- DMT
- GHB
- Hallucinogens
- Heroin
- Inhalants
- Ketamine
- Khat
- Kratom
- LSD
- Marijuana (Cannabis)
- MDMA

- Methamphetamine
- Over-the-counter Cough/Cold Medicines (Dextromet horphan or DXM)
- PCP
- Prescription Opioids
- Prescription
- Sedatives (Tranquilizers, Depressants)
- Prescription Stimulants
- Psilocybin
- Rohypnol® (Flunitrazepam)
- Salvia
- Steroids (Anabolic)
- Synthetic Cannabinoids
- Synthetic Cathinones ("Bath Salts")
- Tobacco

**The Drug Enforcement Agency (DEA) schedule indicates the drug’s acceptable medical use and its potential for abuse or dependence. More information can be found on the [DEA website](#).

Alcohol

People drink to socialize, celebrate, and relax. Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol’s power. Why does alcohol cause people to act and feel differently? How much is too much? Why do some people become addicted while others do not? The National Institute on Alcohol Abuse and Alcoholism is researching the answers to these and many other questions about alcohol. Here’s what is known: Alcohol’s effects vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history

While drinking alcohol is itself not necessarily a problem—[drinking too much](#) can cause a range of consequences, and increase your risk for a variety of problems. For more information on alcohol’s effects on the body, please see the [National Institute on Alcohol Abuse and Alcoholism’s](#) related web page describing [alcohol’s effects on the body](#).

ON DRUG ABUSE

Substances: Category and Name	Examples of Commercial and Street Names	DEZ Schedule*/How Administered**
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Tobacco

Nicotine	Found in cigarettes, cigars, bidis, and smokeless tobacco	Not scheduled/smoked, snorted, chewed
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Acute Effects/Health Risks:

Increased blood pressure and heart rate/chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, (snuff, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction

Alcohol (ethyl alcohol)

Alcohol (ethyl alcohol)	Found in liquor, beer, and wine	Not scheduled/swallowed
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Acute Effects/Health Risks:

In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/ increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose

Cannabinoids

Marijuana	Blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, sinsemilla, skunk, weed	I/smoked, swallowed
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Hashish	Boom, gangster, hash, hash oil, hemp	I/smoked, swallowed
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Acute Effects/Health Risks:

Euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; psychosis/cough; frequent respiratory infections; possible mental health decline; addiction

Opioids		
Heroin	Diacetylmorphine: smack, horse, brown sugar, dope, H, junk, skag, skunk, white China white; cheese (with OTC cold medicine and antihistamine)	I/injected, smoked, snorted
Opium	Laudanum, paregoric: big O, black stuff, block, gum, hop	II, III, V/swallowed, smoked
Acute Effects/Health Risks:		
Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; horse, endocarditis; hepatitis; HIV; addiction; fatal overdose		
Stimulants		
Cocaine	Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, fl snow, toot	rock,
Amphetamine	Biphphetamine, Dexedrine: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II/swallowed, snorted, smoked, injected
Methamphetamine	Desoxyn: meth, ice, crank, chalk, crystal, fire, glass, go fast, speed	II/swallowed, snorted, smoked, injected
Acute Effects/Health Risks:		
Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy, mental alertness; tremors; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis/weight loss; insomnia; cardiac or cardiovascular complications; stroke; seizures; addiction Also, for cocaine—nasal damage from snorting Also, for methamphetamine—severe dental problems		
Club Drugs		
MDMA (methylenedioxyamphetamine)	Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers	I/swallowed, snorted, injected

Flunitrazepam***	Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies	IV/swallowed, snorted
GHB***	Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X	I/swallowed
Acute Effects/Health Risks:		
<p>MDMA—mild hallucinogenic effects; increased tactile sensitivity, empathic feelings; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping/ sleep disturbances; depression; impaired memory; hyperthermia; addiction</p> <p>Flunitrazepam—sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination/addiction</p> <p>GHB—drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/ unconsciousness; seizures; coma</p>		
Dissociative Drugs		
Ketamine	Ketalar SV: cat Valium, K, Special K, vitamin K	III/injected, snorted, smoked
PCP and analogs	Phencyclidine: angel dust, boat, hog, love boat, peace pill	I, II/swallowed, smoked, injected
Salvia divinorum	Salvia, Shepheredess's Herb, Maria Pastora, magic mint, Sally-D	Not scheduled/chewed, swallowed, smoked
Dextromethorphan (DXM)	Found in some cough and cold medications: Robotripping, Robo, Triple C	Not scheduled/swallowed
Acute Effects/Health Risks:		
<p>Feelings of being separate from one's body and environment; impaired motor function/anxiety; tremors; numbness; memory loss; nausea</p> <p>Also, for ketamine— analgesia; impaired memory; delirium; respiratory depression and arrest; death Also, for PCP and analogs—analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations</p> <p>Also, for DXM—euphoria; slurred speech; confusion; dizziness; distorted visual perceptions</p>		
Hallucinogens		
LSD	Lysergic acid diethylamide: acid, blotter, cubes, microdot, yellow sunshine, blue heaven	I/swallowed, absorbed through mouth tissues

Mescaline	Buttons, cactus, mesc, peyote	I/swallowed, smoked
Psilocybin	Magic mushrooms, purple passion, shrooms, little smoke	I/swallowed
Acute Effects/Health Risks:		
<p>Altered states of perception and feeling; hallucinations; nausea Also, for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; impulsive behavior; rapid shifts in emotion</p> <p>Also, for LSD—Flashbacks, Hallucinogen Persisting Perception Disorder</p> <p>Also, for psilocybin—nervousness; paranoia; panic</p>		
Other Compounds		
Anabolic steroids	Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers	III/injected, swallowed, applied to skin
Inhalants	Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets	Not scheduled/inhaled through nose or mouth
Acute Effects/Health Risks:		
<p>Steroids—no intoxication effects/hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; in adolescents—premature stoppage of growth; in males—prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females—menstrual irregularities, development of beard and other masculine characteristics</p> <p>Inhalants (varies by chemical)—stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; wheezing/cramps; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death</p>		
Prescription Medications		
CNS Depressants	For more information on prescription medications, please visit http://www.nida.nih.gov/DrugPages/PrescripDrugsChart.html . Opioid	
Stimlants		
Pain Relievers		

* Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use; Schedule II drugs are available only by prescription (unrefillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Some Schedule V drugs are available over the counter.

** Some of the health risks are directly related to the route of drug administration. For example, injection drug use can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.

*** Associated with sexual assaults.

Order NIDA publications from Drug Pubs: 1-877-643-2644 or 1-240-645-0228 (TTY/TDD)

**FEDERAL PENALTIES AND SANCTIONS
FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE**

21 U.S.C. 844 (a)

- 1st Conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.
- Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined a minimum of \$1,000, if:
 - a. 1st conviction and the amount of crack possessed exceeds 5 grams,
 - b. 2nd crack conviction and the amount of crack exceeds 3 grams,
 - c. 3rd or subsequent crack conviction and the amount of crack exceeds 1 gram.

21 U.S.C. 853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine up to \$10,000 for each violation.

21 U.S.C. 862 (b) [previously 853a]

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

PENNSYLVANIA

For guidance purposes only; review statutes for further details and amendments.

Offense	Fine	Incarceration
Underage drinking	\$25 90	Day driver's license suspension.
D.U.I. (1st offense)	\$300 - \$5,000	48 hr mandatory 1 year driver's license revocation.
D.U.I. (2nd offense)	\$300 - \$5,000	30 day mandatory 1 year driver's license revocation.
D.U.I. (4th offense)	\$300 - \$5,000	1 year mandatory 1 year driver's license revocation.

Pennsylvania Liquor Control Board

**ALCOHOL IMPAIRMENT CHART
NEVER DRINK AND DRIVE**

DUI Law Grading and Sentencing Guide

3rd in 10 YEARS

4th in 10 YEARS

DUI Law Sections Violated

1st in 10 YEARS

2nd in 10 YEARS

Drinks	Men Approximate Blood Alcohol Percentage								
	Body Weight in Pounds								
	100	120	140	160	180	200	220	240	
0	.00	.00	.00	.00	.00	.00	.00	.00	Only Safe Driving Limit
0	.00	.00	.00	.00	.00	.00	.00	.00	Only Safe Driving Limit
1	.04	.03	.03	.02	.02	.02	.02	.02	Driving Skills Significantly Affected <hr/> Possible Criminal Penalties
2	.08	.06	.05	.05	.04	.04	.03	.03	
3	.11	.09	.08	.07	.06	.06	.05	.05	
4	.15	.12	.11	.09	.08	.08	.07	.06	
5	.19	.16	.13	.12	.11	.09	.09	.08	
6	.23	.19	.16	.14	.13	.11	.10	.09	Legally Intoxicated <hr/> Criminal Penalties
7	.26	.22	.19	.16	.15	.13	.12	.11	
8	.30	.25	.21	.19	.17	.15	.14	.13	Death Possible
9	.34	.28	.24	.21	.19	.17	.15	.14	
10	.38	.31	.27	.23	.21	.19	.17	.16	

Subtract .01% for each 40 minutes of drinking. One drink is 1.25 oz. of 80 proof liquor, 12 oz. of beer, or 5 oz. of table wine.

THIS CHART IS INTENDED FOR INDIVIDUALS 21 YEARS OF AGE OR OLDER.

Women Approximate Blood Alcohol Percentage										
Drinks	Body Weight in Pounds									
	90	100	120	140	160	180	200	220	240	
0	.00	.00	.00	.00	.00	.00	.00	.00	.00	Only Safe Driving Limit
0	.00	.00	.00	.00	.00	.00	.00	.00	.00	Only Safe Driving Limit
1	.05	.05	.04	.03	.03	.03	.02	.02	.02	Driving Skills Significantly Affected
2	.10	.09	.08	.07	.06	.05	.05	.04	.04	
3	.15	.14	.11	.10	.09	.08	.07	.06	.06	
4	.20	.18	.15	.13	.11	.10	.09	.08	.08	Possible Criminal Penalties
5	.25	.23	.19	.16	.14	.13	.11	.10	.09	Legally Intoxicated
6	.30	.27	.23	.19	.17	.15	.14	.12	.11	
7	.35	.32	.27	.23	.20	.18	.16	.14	.13	Criminal Penalties
8	.40	.36	.30	.26	.23	.20	.18	.17	.15	
9	.45	.41	.34	.29	.26	.23	.20	.19	.17	
10	.51	.45	.38	.32	.28	.25	.23	.21	.19	Death Possible

Subtract .01% for each 40 minutes of drinking. One drink is 1.25 oz. of 80 proof liquor, 12 oz. of beer, or 5 oz. of table wine.

IT IS A GUIDE, NOT A GUARANTEE.

Alcohol can affect each person in a different way. The way your body reacts to alcohol depends on your gender, how much you weigh, how quickly you drink, and whether or not you have eaten. You also need to remember that drinks may contain different amounts of alcohol. **This chart uses 1.5 oz of 80 proof liquor, 12 oz of beer, or 5 oz of table wine as one drink.** Females reach a higher BAC level faster than males. A woman should use the female version on the chart that is highlighted in pink on the other side. Pennsylvania has set .08% BAC as the legal limit for a Driving under the Influence (DUI) conviction. You may be convicted of DUI at .05 % and above if there is supporting evidence of driving impairment. Commercial drivers can be convicted of DUI nationwide with a BAC level of .04%. A BAC reading is not necessary for an individual to be convicted of DUI. You may be convicted of DUI if there is circumstantial evidence that you imbibed a sufficient amount of alcohol such that you are incapable of safe driving. The Zero Tolerance Law (Section 3802(e) of the PA Vehicle Code, Title 75) lowered the Blood Alcohol Content (BAC) for minors (persons under 21) to .02%.

REMEMBER:

- **A person must be 21 years of age or older** to legally purchase, attempt to purchase, possess, consume, or transport any alcohol, liquor, malt or brewed beverages.
- Impairment begins with the first drink - the only safe driving limit is .00%.
- For safety's sake, never drive after drinking!

[Source: Refer to www.lcb.state.pa.us]

REFERENCES:

[http://www.wikihow.com/Calculate-Blood-Alcohol-Content-\(Widmark-Formula\)](http://www.wikihow.com/Calculate-Blood-Alcohol-Content-(Widmark-Formula))
<http://www.alcohol.vt.edu/Students/alcoholEffects/estimatingBAC/index.htm>
http://www.ehow.com/how_7315381_calculate-estimated-blood-alcohol-content.html
http://www.ctduiattorney.com/dui_information/calculating_bac.html

*** A Violation of 3802 (a) (1) that involves an Implied Consent Violation is subject to the highest penalty.**

**** Violations of 3802 (a) (2) and 3802 (a) (1) that involve an accident with injury or damage are subject to the 2nd highest penalty level.**

Mandatory Conditions of ARD for a DUI Offense

- Mandatory license suspension as indicated.
- Restitution to any person who suffered a financial loss.
- Payment of any other fee, surcharge or cost required by law including fees for AHSS, evaluation and treatment.
- Any other condition established by the Court.

ARD (Accelerated Rehabilitative Disposition)

- AHSS
- Probation supervision of a minimum of 6 months up to a maximum of 12 months.
- Full D&A Assessment, if BAC .16 or greater or if CRN Profile report indicates the need for further evaluation for D&A counseling or treatment.

A DUI offense is eligible for ARD under the following circumstances.

- **It is a first offense within ten years.**
- **No person, other than the offender, was killed or seriously injured.**
- **There was no passenger in the offender's vehicle under the age of 14 at the time of the offense.**

Mandatory License Suspension for ARD is as follows:

- **No suspension if BAC is under .10% and offender is not a minor.**
- **A suspension of 30 days if BAC .10% to <.16%.**
- **A suspension of 60 days if BAC .16% or greater, BAC unknown, DUI involving drugs or violations of Implied Consent.**
- **A suspension of 90 days if the offender is a minor** A Full Drug and Alcohol Assessment is required for a DUI offender prior to sentence if any one of the following applies.

1. The Offender has a prior DUI offense within 10 years.
2. The Court Reporting Network Evaluation indicates a need for further evaluation for counseling or treatment.
3. The offenders BAC was .16 or greater.

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When a Full Assessment is completed and the Assessment indicates a need for counseling or treatment, the Court is required to order treatment as indicated by the Assessment. When the Court orders treatment or counseling, the Court is required to order the statutory maximum as the top end of the Offender's sentence.

All penalties include up to 150 hours of community service and a Court Reporting Network (CRN) drug and alcohol evaluation.

LCB-79

Possession of Marijuana/Hashish	Up to \$5000	Up to 5 years
Unlawful manufacture processing	Up to \$10000	Up to 5 years
Distributing possessing with intent to sell stimulant or depressant.		
Falsely representing a substance to be a non-controlled substance, distributing, possessing with intent to sell.	Up to \$10,000	Up to 5 years
Unlawful possession or delivery of drug paraphernalia.	Up to \$2,500	Up to 1 year
Unlawful manufacture, processing, distributing, possessing with intent to sell heroin, opium or other narcotic drugs.	Up to \$250,000	Up to 15 years
Unlawful manufacture, processing, distributing, possessing with intent to sell phencyclidine.	Up to \$100,000	Up to 10 years
Unlawful manufacture, processing, distributing, possessing with intent to sell Schedule I non-narcotic drugs, such as: methamphetamine, mescaline, marijuana; Schedule II non-narcotic drugs, such as some amphetamines, or their derivatives; Schedule III drugs or their derivatives.	Up to \$15,000	Up to 5 years
Unlawful manufacture or distribution of Schedule IV substances, such as phenobarbital or related drugs.		
	Up to \$1,000	Up to 1 year
Unlawful manufacture or distribution with intent to sell Schedule V substances.	Up to \$250,000	Up to 15 year

)

All penalties include up to 150 hours of community service and a Court Reporting Network (CRN) drug and alcohol evaluation.

BEHAVIORAL HEALTH COUNSELING CENTERS

<http://www.laurel.edu/asr-link-data>

Sharon Regional Health System

Behavioral Health Services

2375 Garden Way

Hermitage, PA

Phone: 724-983-5454

Hotline: 888-988-1787

Hotline: 1-800-950-9982

bhs@srhs-pa.org

Mercer Office

551 Greenville Road

Mercer, PA 16137

Phone: 724-662-3831

Community Counseling Center of Mercer County

2201 East State Street

Hermitage, PA 16148

Phone: 724-981-7141

Toll-Free: 1-866-853-7758

Primary Health Network Behavioral Health Services

89 Elm Avenue

Sharon, PA 16146

Phone: 724-342-6620

Mercer County Behavioral Health Commission

8406 Sharon Mercer Rd

Mercer, PA 16137

Phone: 724-662-2227

724-662-2230

New Wilmington Psychotherapy & Counseling

211 West Neshannock Ave, Suite 201, 204

New Wilmington, PA 16142

IDENTITY THEFT

Identity (ID) theft is a crime where a thief steals your personal information, such as your full name or social security number, to commit fraud. The identity thief can use your information to fraudulently apply for credit, file taxes, or get medical services. These acts can damage your credit status, and cost you time and money to restore your good name. You may not know that you are the victim of ID theft until you experience a financial consequence (mystery bills, credit collections, denied loans) down the road from actions that the thief has taken with your stolen identity.

There are several common types of identity theft that can affect you:

- [Child ID theft](#) - Children's IDs are vulnerable because the theft may go undetected for many years.

By the time they are adults, the damage has already been done to their identities.

- [Tax ID theft](#) - A thief uses your social security number to falsely file tax returns with the Internal Revenue Service or state government.
- [Medical ID theft](#) - This form of ID theft happens when someone steals your personal information, such as your Medicare ID or health insurance member number to get medical services, or to issue fraudulent billing to your health insurance provider.
- Senior ID theft - ID theft schemes that target seniors. Seniors are vulnerable to ID theft because they are in more frequent contact with medical professionals who get their medical insurance information, or caregivers and staff at long-term care facilities that have access to personal information or financial documents.
- Social ID theft - A thief uses your name, photos, and other personal information to create a phony account on a social media platform.

Prevent Identity Theft

Take steps to protect yourself from identity theft:

- Secure your social security number. Don't carry your social security card in your wallet or write your number on your checks. Only give out your social security number (SSN) when absolutely necessary.
- Don't respond to unsolicited requests for personal information (your name, birthdate, social security number, or bank account number) by phone, mail, or online.
- Watch out for "shoulder surfers." Shield the keypad when typing your passwords on computers and at ATMs.
- Collect mail promptly. Ask the post office to put your mail on hold when you are away from home.
- Pay attention to your billing cycles. If bills or financial statements are late, contact the sender.
- Review your receipts. Ask for carbon copies and incorrect charge slips as well. Promptly compare receipts with account statements. Watch for unauthorized transactions.
- Shred receipts, credit offers, account statements, and expired cards, to prevent "dumpster divers" from getting your personal information.
- Store personal information in a safe place at home and at work.
- Install firewalls and virus-detection software on your home computer.
- [Create complex passwords](#) that identity thieves cannot guess easily. Change your passwords if a company that you do business with has a breach of its databases
- [Order your credit report](#) once a year and review to be certain that it doesn't include accounts that you have not opened. Check it more frequently if you suspect someone has gained access to your account information.

Report Identity Theft

If you are a victim of identity (ID) theft, report it immediately. The [Federal Trade Commission](#) and your local police department are critical in filing the complaint. Once you [file the ID theft with the FTC](#), you will have an ID theft affidavit. Print and take this with you to file the crime with the local police and get a police report. These two documents together are your identity theft report. Your identity theft report will be very important as you resolve the problem with creditors, banks, and any other companies where fraudulent accounts were set up in your name. You may also report specific types of identity theft to other agencies.

- Long-term Care Identity Theft - Report a claim to the [long-term care ombudsman](#) in your state, if the theft was a result of a stay in a nursing home or long-term care facility.
- Medical Identity Theft - Contact your health insurance company's fraud department or [Medicare's fraud office](#).
- Tax Identity Theft - Report this type of ID theft to the [Internal Revenue Service](#) and your state's Department of Taxation or Revenue.

In addition to federal government agencies, you should also report the theft to other organizations, such as:

- Credit Reporting Agencies - Contact the three major credit reporting agencies to place fraud alerts or freezes on your accounts so that no one can apply for credit with your name or social security number. Also get copies of your credit reports, to be sure that no one has already tried to get unauthorized credit accounts with your personal information.
- Financial Institutions - Contact the fraud department at your bank, credit card issuers and any other places where you have accounts. You may need your ID theft reports from the police and Federal Trade Commission in order to report the fraud.
- Retailers and Other Companies - You will also need to report the fraud to companies where the identity thief created accounts, opened credit accounts, or even applied for jobs in order to clear your name.
- [State Consumer Protection Offices](#) or Attorney General - Your state may offer resources to help you contact creditors, dispute errors and other helpful resources.

The Federal Trade Commission offers a publication, [Taking Charge - What to do if Your Identity is Stolen](#) (PDF, [Download Adobe Reader](#)) that shares detailed tips, checklists, along with sample letters.

Synthetic ID Theft

Synthetic identity theft is a new version of identity theft. In traditional ID theft, the thief steals all of the personal information of one person to create a new identity. However, with synthetic ID theft, a thief steals pieces of information from different people to create a new identity. For example, the thief may steal one person's social security number, combine it with another person's name, and use someone else's address to create a brand new identity. The thief can then use this fraudulent identity to apply for credit, rent an apartment, or make major purchases.

Unfortunately, synthetic ID theft is difficult to detect because the fraud isn't directly tied to just one person. Fraud alerts and monitoring services would not be able to stop or prevent these scams. Also, children's social security numbers are often targeted in these frauds, because no one would be checking their credit scores until they are much older.

While you cannot prevent synthetic ID theft, you should still get copies of your [credit report](#) to check for accounts you did not open. Also, contact the credit reporting agencies to ask if there is a fragmented file (a sub-account that uses your social security number but not your name) attached to your main credit file. If this is the case, you may be the victim of synthetic identity theft. Report all cases of identity theft to the [Federal Trade Commission](#).

Tax-Related Identity Theft

Tax-related identity theft occurs when someone uses your stolen Social Security Number (SSN) to get a tax refund or a job. These tips can help you prevent and report tax identity theft:

Warning Signs

To prevent tax identity theft, be wary of any Internal Revenue Service (IRS) letter or notice that states:

- More than one tax return was filed using your SSN.
- You owe additional tax, you have had a tax refund offset, or you have had collection actions taken against you for a year you did not file a tax return.
- IRS records indicate you received wages from an employer unknown to you.

The IRS does not initiate contact with a taxpayer by sending an e-mail, text, or social message requesting personal or financial information.

- Should you get an e-mail that claims to be from the IRS, do not reply or click on any links? Instead, you should [report it to the IRS](#).
- The United States Computer Emergency Readiness Team (US-CERT) provides alerts and tips on how you can protect yourself against [U.S. tax season phishing scams and malware campaigns](#).

Dealing with Tax-Related Identity Theft

If you suspect someone used your Social Security Number (SSN) for a tax refund or a job—or the IRS sends you a letter or notice indicating a problem—take these steps:

- [File a report](#) with the Federal Trade Commission (FTC). You can also call the FTC Identity Theft Hotline at 1-877-438-4338 or TTY 1-866-653-4261.
- Contact one of the three major credit agencies to place a fraud alert on your credit records:
 - [Equifax](#): 1-888-766-0008
 - [Experian](#): 1-888-397-3742
 - [TransUnion](#): 1-800-680-7289
- Contact your financial institutions, and close any accounts opened without your permission or tampered with.
- Respond immediately to any IRS notice; call the number provided. If instructed, go to the [Identity Verification Service](#).
- Complete [IRS Form 14039, Identity Theft Affidavit](#) (PDF, [Download Adobe Reader](#)); print, then mail or fax according to instructions.
- Continue to pay your taxes and file your tax return, even if you must do so by paper.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Emergency Response Procedures are designed to keep students and employees safe on campus and off campus. It provides general guidelines for handling emergencies as well as procedures to follow for specific incidents. All employees should be aware of these policies, guidelines, and procedures and be able to apply them when necessary. Fire alarms will announce the evacuation due to fire and any other emergency requiring an evacuation. The fire alarm will send the signal to the alarm monitoring provider who will dispatch 911. The LBI/LTI Crisis Management Team will issue a TIMELY WARNING based on notifications from law enforcement, fire department, or the Mercer County EMA. The Mercer County EMA will make appropriate notification should an emergency affect neighboring communities.

The Emergency Management Team will send a One Call Now Broadcast Messaging Solution TIMELY

WARNING by voice, text and email messages to students and employees upon confirmation of a emergency or dangerous situation occurring on or adjacent to the campus that involves an immediate threat to the health or safety of students or employees.

A **TIMELY WARNING** will be issued for the following emergencies:

LOCKDOWN TIMELY WARNING – ALL DOORS LOCKED. SECURED LOCKDOWN FOR STUDENTS, EMPLOYEES AND VISITORS LOCKED IN CLASSROOMS AND OFFICES. NO ENTRY TO OR EXIT FROM CAMPUS BUILDING(S) OR CAMPUS, EXCEPT FOR POLICE AND EMERGENCY PERSONNEL, UNTIL AN ALL CLEAR IS SENT BY TIMELY WARNING.

EVACUATION TIMELY WARNING – IMMEDIATELY EXIT CAMPUS BUILDING(S) USING EMERGENCY EVACUATION MEANS OF EGRESS TO EXITS LEADING TO SAFE AREAS. NO ENTRY IN CAMPUS BUILDING(S) OR CAMPUS EXCEPT FOR LAW ENFORCEMENT AND EMERGENCY PERSONNEL UNTIL AN ALL CLEAR IS SENT BY TIMELY WARNING.

SHELTER IN PLACE OR REPORT TO A SAFE AREA TIMELY WARNING-IN CASE OF A SEVERE WEATHER NOTIFICATION OR A DANGEROUS OR HAZARDOUS CONDITION NOTIFICATION ON OR NEAR CAMPUS. STAY IN A SAFE LOCATION UNTIL AN ALL CLEAR IS SENT BY TIMELY WARNING.

ALL CLEAR TIMELY WARNING – SAFE TO RETURN TO CAMPUS BUILDINGS, ENTER CAMPUS, EXIT CAMPUS AND RELEASE FROM LOCKDOWN.

REMEMBER THAT IN ANY DANGEROUS SITUATION OF IMMINENT THREAT TO LIFE AND WEFARE ALWAYS DIAL 911 FIRST.

724-983-0700 Extension 2530

724-866-4893 cell phone number

SHARON CAMPUS:

Crisis Management Team

Name	Ext.	Cell Phone #	Direct Dial #
Douglas Decker	2524	412-913-6132	724-983-0700
Jodylynn Rolla	2517	724-815-9788	724-983-0700
Deb Wojtalik	2530	724-866-4893	724-983-0700
Brian Bickel		330-720-9103	724-983-0700
Bob Bechtel		724-699-7631	724-983-0700
Dan Adams		724-813-9931	724-983-0700
Jeff Barry		330-205-9887	724-983-0700

GENERAL GUIDELINES FOR ASSESSING AND REPORTING A CRISIS

1. Remain calm. Keep students calm.
2. Remove people not directly involved from the scene of the incident.
3. Evaluate the situation in terms of following criteria:
 - Is medical attention needed?

- What community resources (911, police, fire department, HAZMAT, et cetera) will best handle the situation?
- What actions will best ensure the safety of students and employees?
- Has the Director or a member of the Crisis Management Team been notified?
- Do not allow media personnel into the buildings and refer to the guidelines for handling them in the section titled “The Media”

4. Remain at the scene until a member of the Crisis Management Team arrives. Use the Incident Report form (Attachment A) to write down all of the facts and the actions taken relating to the situation immediately after the crisis has passed. Give the report to the Vice President- Human Resources. The Incident Report form should include the following information:

- Date, location, time, duration, and type of incident.
- Description of the physical conditions (wet, bloody, oily, et cetera).
- Description of what happened.
- Names of people involved and description of condition, mood, and other relevant information.
- Names of witnesses and relevant comments, verbatim when possible

The One Call Now Broadcast Messaging Solution will send a **TIMELY WARNING** by voice, text and email messages to students and employees upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees.

UNAUTHORIZED PERSON IN THE BUILDING

First, whoever encounters an unauthorized person in the building should try to determine if the person is dangerous or not dangerous.

A dangerous person may display obvious signs: the presence of a weapon, screaming, shouting, or obvious anger. He or she may also be unwilling to comply with requests to obtain a visitor’s pass or leave the premises; these persons should be treated as dangerous. A person who is not dangerous will generally be willing to comply with requests to leave or obtain a visitor’s pass.

Employees will then use the following guidelines:

If the unauthorized person is not dangerous:

- If the person is not a visitor - escort the unauthorized person out of the building or to a member of the Crisis Management Team’s office.
- If the person is a visitor without a visitor’s pass, escort them to the reception desk where he or she can get a visitor’s pass. Then escort him or her to the person he or she is visiting.

If the unauthorized person is dangerous:

- The employee or student who sees the dangerous individual will immediately call 911. If the employee is in a classroom with students, the classroom door will be locked before calling 911.
- The employee will then contact a member of the Crisis Management Team who will send a **TIMELY WARNING** to inform all students and employees on and off campus of the dangerous situation.

A **TIMELY WARNING** will be sent to all students and employees informing them of a campus **LOCKDOWN** and advising them to stay away from the campus until advised by **TIMELY WARNING** of an all clear.

- A member of the Crisis Management Team will meet authorities and inform them of the situation.

- All available members of the Crisis Management Team will report to the Campus Security Authority's office for instructions.

In a crisis lockdown situation, the following steps will be taken:

A **TIMELY WARNING** will be sent to all students and employees informing them of a campus **LOCKDOWN** and advising them to stay away from the campus until advised by **TIMELY WARNING** of an all clear.

1. Instructors and students will remain in the classroom with the door locked and blocked.
2. Turn classroom lights off and place students under tables or desks.
3. All other employees will lock themselves in their offices.
4. Instructor need to account for students in the class.
5. All available members of the Crisis Management Team will meet in the Campus Security Authority's office.
6. If possible, a member of the Crisis Management Team will secure any students who are not locked in a classroom in a safe area.
7. Employees will administer first aid if needed until emergency personnel arrive.
8. Stay in confined areas until **ALL CLEAR** is **TIMELY WARNING is sent**. A **TIMELY WARNING** will be sent to all students and employees of an **ALL CLEAR** that it is safe to enter the campus.

ABUSIVE SITUATION

Employees will:

- Notify a member of the Crisis Management Team when any instance of an abusive situation, Protection from Abuse or custody issue arises.

Campus Security Authority will:

- Respond and assess the situation to determine if any action as warranted.
- Check the permanent student or employee record for emergency contact information.
- Send an alert via email to all staff and the reception desk regarding the situation and required action.

FIRE, CHEMICAL SPILL, GAS LEAK

Employees will:

- If a fire, chemical spill or gas leak occurs in a confined area and no fire alarm goes off, notify the Director or a member of the Crisis Management Team.
- Call 911.
- If the fire alarm sounds, follow the Building Evacuation procedures that are posted in each classroom.

A member of the Crisis Management Team will send a TIMELY WARNING to employees and students on and off campus when notified of a fire, chemical spill, gas lead or any other emergency or when the school alarm system is activated. The **TIMELY WARNING** will be sent to all students and employees informing students and employees on campus of a campus evacuation and advising those off campus to stay away from the campus until advised by a **TIMELY WARNING** of an all clear so they can now enter the campus.

When the alarm is activated, there will be a loud and constant bell ringing for those who can hear and strobe lights for those who see but cannot hear.

Evacuation Procedures include the following:

1. Evacuate the building. Building evacuation procedures are located in each classroom.
 2. Specific areas outside of the buildings are designated for gathering students and employee after building evacuations. Broadway Avenue- At the east exit door to the front parking lot, the north exit door to the open area and parking lot and 2 west exit doors in the industrial trades that lead to an open area.
 3. Instructors are to always take attendance rosters, leave the lights on and close their classroom doors when leaving the building. Don't lock the classroom doors; emergency personnel may be required to enter them. Do not use cell phones in explosive situations. Medical and Respiratory Therapy classrooms are to be locked for security reasons.
An employee will take the Safety Data sheets (SDS) with them.
Staff should leave the lights on in their offices and lock their doors to secure confidential information.
 4. The receptionist will take the Visitors' Logs when leaving the building. The receptionist should contact any vendors and/or maintenance workers via their cell phones and contact the maintenance supervisor to notify them of the building evacuation.
 5. When it is safe to reenter the buildings, a member of the Crisis Management Team will verbally or send a **TIMELY WARNING** of an ALL CLEAR.
- * If there is problem with the alarm system for 2370 Broadway Avenue, contact [VECTOR 1-800-638-7077](tel:1-800-638-7077).

SEVERE WEATHER

While the range of severe weather-related emergencies is very broad, certain general guidelines are appropriate for any such situation. The following information may be helpful in developing plans for these emergencies.

Employees will:

Relocate students to designated safe areas inside the building. A **TIMELY WARNING** will be sent to all students and employees informing them of a severe weather emergency and advising them to stay away from the campus until advised by **TIMELY WARNING** of an ALL CLEAR.

- Remain in these areas until directed otherwise.
- Account for all students and employees during emergency.
- Account for all students and employees at conclusion of the emergency.
- Follow-up with Campus Security Authority or a member of the Crisis Management Team for further instructions.

Campus Security Authority or member of the Crisis Management Team will:

- Monitor local radio stations, local television stations, Weather Channel, National Weather Service at www.nws.noaa.gov (national oceanic and atmospheric administration) and weather.com for information about the weather.
- Conduct post-incident critique and provide written report and evaluation to Campus Security Authority who will forward to the Vice President - Human Resources.
- Mercer County EMA website www.mcc.co.mercer.pa.us/dps/ema.htm for emergency announcements
- Maintain communication with Mercer County Emergency Management if necessary at 724.662.6100 during normal business hours, other times call 724.662.6110, which will connect you to the 911 center.
- Follow-up with Crisis Management Team for further instructions.

The following are places for students and employees to gather in the event of a weather-related emergency. Broadway – Interior Hallway of the building on the first floor. *In all cases, students and employee should line up against the walls of the hallways or rooms and avoid windows, doors, and other structures that may collapse or that contain glass.*

SHOOTING, WEAPON, TERRORIST ATTACK, CIVIL UNREST, RIOT

Employees will:

- A person(s), who sees a person with a weapon or sees or hears someone shooting, will immediately call 911. If the employee or student is in a classroom with students, the classroom door must be locked before calling 911.
- **DO NOT** attempt to confiscate the weapon.
- **DO NOT CONFRONT PERSON WITH WEAPON.**
 - The employee or student will then contact a member of the Crisis Management Team who will send a **TIMELY WARNING** to inform students and employees on and off campus of the situation.

A **TIMELY WARNING** will be sent to all students and employees informing them of a campus LOCKDOWN and advising students and employees off campus to stay away from the campus until advised by a **TIMELY WARNING** of an ALL CLEAR.

- A member of the Crisis Management Team will meet authorities and inform them of the situation.
- All available members of the Crisis Management Team will report to the Director's office for instructions.

In a crisis lockdown situation the following steps will be taken:

1. Instructors and students will remain in the classroom with the door locked and blocked.
2. Shut off the classroom lights.
3. Instructors to account for students in the class.
4. All other employees will lock themselves in their offices.
5. If possible, a member of the Crisis Management Team will secure any students who are not locked in a classroom in a safe area.
7. Employees will administer first aid if needed until emergency personnel arrive.
8. The lockdown will remain in effect until a **TIMELY WARNING** is sent to students and employees informing them of an ALL CLEAR that it is safe to enter the campus.

SUICIDAL THREATS AND GESTURES

Employee will:

- Stay with the person (within an arms' length, if the situation permits) and talk to them. Remove any uninvolved individuals from the scene.
- If you are talking to the person on the phone, find out where they are – address and phone number.
- Notify and/or escort the person to the Campus Security Authority or a member of the Crisis Management Team.

Contact the Mercer County Suicidal Hotline at 724-662-1550 or Hermitage Suicide Hotline at 724-346-1024 or National Suicide Prevention Lifeline at 1-800-273-8255 or Suicide National Hopeline Network at 1-800-784-2433 or 1-800-SUICIDE

Campus Security Authority or a member of the Crisis Management Team will:

- Respond to the scene and assess situation to determine appropriate action to be taken.
- Inform and/or arrange for counseling for students and/or employees if appropriate.
- Conduct critique and evaluation using the Incident Report form.
- Follow up with involved student and/or employee member to see if additional assistance from LBI/LTI is needed.

HOSTAGE SITUATION

Employee will:

- Notify Campus Security Authority or a member of the Crisis Management Team via phone system.
- Instructors to account for all students in class and keep all students locked in the classroom. Secure any common areas.

- Maintain composure and keep calm. Encourage students to do the same.
- Await instructions. Campus Security Authority or member of the Crisis Management Team will:
- Assess situation, (dial 911), and notify members of the Crisis Management Team by cell phone.
- A **TIMELY WARNING** will be sent to all students and employees informing them of a campus lockdown and advising them to stay away from the campus until advised by **TIMELY WARNING** of an all clear.

In a crisis lockdown situation the following steps will be taken:

1. Instructors and students will remain in the classroom with the door locked.
2. Shut off the lights and place students under the tables or desks.
3. All other employees will lock themselves in their offices.
4. All available members of the Crisis Management Team will meet in the Campus Security Authority's office.
5. If possible, a member of the Crisis Management Team will secure any students who are not locked in a classroom in a safe area.
6. Qualified employees will administer first aid if needed until emergency personnel arrive.
7. The lockdown will remain in effect until **ALL CLEAR** a **TIMELY WARNING** will be sent to all students of an **ALL CLEAR** that it is safe to enter the campus.
 - Follow instructions of authorities in charge.
 - Document findings and actions taken using the Incident Report form.

BOMB THREATS

Whenever a bomb threat is received, there is always an element of surprise and initial uncertainty for the person receiving the call. It is important to remain calm, to treat the threat as real, to obtain as much information as possible from the caller. The following procedures and form are designed to provide support and direction during those critical initial moments when a bomb threat is made.

GENERAL BOMB THREAT PROCEDURES

If you receive a telephone call indicating a bomb threat, take the following steps:

- Treat all bomb threats as real.
- Remain calm.
- Immediately begin recording call by pressing preprogrammed record button on phone or by dialing (infinity) ∞385. Document time of call.

- Do not hang up! Obtain as much information as possible. (See Bomb Threat Form in the Appendix page 36.)
- Call 911 immediately.
- Notify the Director or any member of the Crisis Management Team.
- Complete Bomb Threat Form.

SPECIFIC BOMB THREAT PROCEDURES

Director or member of the Crisis Management Team will:

A member of the Crisis Management Team will send a TIMELY WARNING to employees and students on and off campus when notified of a fire, chemical spill, gas leak or any other emergency or when the school alarm system is activated. The **TIMELY WARNING** will be sent to all students and employees informing students and employees on campus of a campus evacuation and advising those off campus to stay away from the campus until advised by a **TIMELY WARNING** of an all clear so they can now enter the campus.

When the alarm is activated, there will be a loud and constant bell ringing for those who can hear and strobe lights for those who see but cannot hear.

Evacuation Procedures include the following:

1. Evacuate the building. Building evacuation procedures are located in each classroom.
2. Specific areas outside of the buildings are designated for gathering students and employee after building evacuations. Broadway Avenue- At the east exit door to the front parking lot, the north exit door to the open area and parking lot and 2 west exit doors in the industrial trades that lead to an open area.
3. Instructors are to always take attendance rosters, leave the lights on and close their classroom doors when leaving the building. Don't lock the classroom doors; emergency personnel may be required to enter them. Do not use cell phones in explosive situations. Medical and Respiratory Therapy classrooms are to be locked for security reasons.
An employee will take the Safety Data sheets (SDS) with them.
Staff should leave the lights on in their offices and lock their doors to secure confidential information.
4. The receptionist will take the Visitors' Logs when leaving the building. The receptionist should contact any vendors and/or maintenance workers via their cell phones and contact the maintenance supervisor to notify them of the building evacuation.
5. When it is safe to reenter the buildings, a member of the Crisis Management Team will verbally or send a **TIMELY WARNING** of an **ALL CLEAR**
* If there is problem with the alarm system for 2370 Broadway Avenue, contact *VECTOR 1-800-638-7077*.

The announcement for a building evacuation will come in one of three ways: by personal verbal notification, by announcement on our school paging system - **EVACUATION**, or when the school alarm system is activated. A mass email and text will be sent to all students and employees informing them of a campus evacuation and advising them to stay away from the campus until advised by email or text of an **ALL CLEAR**.

When the alarm is activated, there will be a loud and constant bell ringing for those who can hear and strobe lights for those who see but cannot hear.

Evacuation Procedures are:

3. Evacuate the building. Building evacuation procedures in each classroom.
4. Specific areas outside of the buildings are designated for gathering students and employees after building evacuations.
5. **Instructors** are to always take attendance rosters, **leave the lights on** and **close their classroom doors** when leaving the building. Don't lock the classroom doors; emergency personnel may be required to enter them. Do not use cell phones in explosive situations. **Medical and Respiratory Therapy classrooms are to be locked for security reasons.**

An employee will need to take Safety Data sheets (SDS) when leaving the building.

Employees will leave the lights on in their offices and lock their doors to secure confidential information.

6. The receptionist will take the Visitors' Logs when leaving the building. The receptionist will contact any vendors and/or maintenance workers via their cell phones and contact the maintenance supervisor to notify them of the building evacuation.
7. Assist emergency personnel as needed in the building search.
8. Confirm that all students and employees are accounted for during and after the incident.
9. When it is safe to reenter the buildings, a member of the Crisis Management Team will give the **ALL CLEAR** announcement or signal.
10. A mass email and text will be sent to all students and employees informing them of an **ALL CLEAR** that it is safe to enter the campus.
11. All parties with first hand information of the emergency need to complete an incident report.
12. Ensure Bomb Threat Form was completed.

Note: In the event that a construction crew/worker is working in the building or on the roof, the front desk receptionist and the Maintenance Supervisor should make sure that they are made aware of an emergency. For this reason, the front desk should be sure to take the cell phone numbers of any workers on the premises.

BOMB THREAT FORM

https://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf

BOMB THREAT FORM

Date:

Time:

Time Caller Hung Up:

Phone Number Where Call Received:

ASK CALLER:

Where is the bomb located?
(Building, Floor, Room, etc.)

When will it go off? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Did you place the bomb? Yes No

Why? _____

What is your name? _____

EXACT WORDS OF THREAT:

INFORMATION ABOUT CALLER:

Where is the caller located? (Background and level of noise)

Estimated age:

Is voice familiar? If so, who does it sound like?

Other points:

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational

- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

- Booth
- PA system
- conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

- Profane
- Well-spoken

Other Information:

OUTBREAK OF MENINGITIS OR OTHER SERIOUS ILLNESS

The Sharon Regional Hospital in Sharon and PA Health Department will assist to provide us with an action plan for any illness emergency.

RECEPTION DESK SECURITY PROCEDURES

- **All persons that are not employed by Laurel Technical Institute or currently enrolled as students of Laurel Technical Institute are considered visitors. ALL visitors -- including LTI non-employees, graduates, former students and former employees must sign in at the reception desk and receive a visitor pass. The office or person they are visiting must approve them and MUST escort the visitor to the proper office or room before the visitor is permitted to leave the front reception area. NO VISITORS ARE PERMITTED IN THE BUILDING WITHOUT AN ESCORT.**
- **In case of an emergency a panic button at the receptionist desk will alert 911.**
- Customers of the Cosmetology clinic must sign in at the Cosmetology clinic reception desk and are not permitted to leave the reception area without an escort. All customers must be escorted to the reception area to check out.
- Information (addresses, phone numbers, schedules, and attendance) regarding students, alumni or tenants, past or present is not to be given out to anyone without permission from the Director.
- Students are not to be paged for visitors or telephone calls except in the event of an emergency. The receptionist should obtain all pertinent information (including the person's name, phone number and situation) and find any member of the Crisis Management Team or the Director who will then contact the student. With the exception of an emergency, it is the student's responsibility to arrange to meet

people.

- People leaving items for students should be given an envelope and be asked to write the student's name on it, seal it, and be told it will be given to the student when they stop at the front desk to pick it up. The receptionist has the right to refuse any items.
- Police constables, deputy sheriffs and others making inquiries should be asked for their identification and the purpose of their visit. The information should be given to the Director who will meet with the officials. The person should wait in the reception area in the building until the Director arrives. They will then be escorted to a private office.
- In the absence of the Director the person making inquiries is to be referred to the Acting Director or a member of the Crisis Management Team.
- One of these individuals will escort the person making the inquiry away from the reception area and into a private office for conversation. LTI's privacy policy is in keeping with Privacy Act of 1974 which prohibits providing any information about any individual's presence, absence, address, phone number, marital status, dependents or other information without a signed written release. Individuals who are the subject of outside inquiry will not be summoned to meet with the outside inquirer without their prior consent to any such meeting.
- A warrant or subpoena from the court must be permitted to be served, but only in the privacy of an office.

Map <http://www.laurel.edu/asr-link-data>

Sharon Campus



