

ANNUAL
SECURITY
REPORT

2018



COMMUNITY
COLLEGE OF
ALLEGHENY
COUNTY

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PREFACE

Founded in 1966 on the principle that quality education should be both affordable and accessible to all members of our community, the Community College of Allegheny County (hereinafter referred to as “CCAC” or the “College”) offers more than 155 academic programs across six diverse program categories including business; science, technology, engineering and math; health; arts and humanities; and education and the social and behavioral sciences. The College also supports regional workforce needs with accessible instruction available day, evening, weekend and online in Allegheny County and beyond with focus on entering or reentering the workforce in two years or less.

As an institution of post-secondary education, CCAC is committed to providing a safe and secure learning and working environment for its students, faculty, staff and guests. As part of these efforts, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), this *2018 Annual Security Report* is published in order to provide current and prospective students, employees and the CCAC community at large with information about crimes reported on or near its campuses during the three most recent calendar years. Additionally, this report contains pertinent information regarding CCAC’s safety and security policies and procedures. The report also outlines the actions CCAC undertakes to prevent and respond to incidents of sexual assault and sexual violence, domestic violence, dating violence and stalking. The report is prepared by the Executive Director of Emergency Management/Safety & Security for CCAC, in collaboration with the Directors of Safety and Security for CCAC’s campus locations, and under the supervision of the College’s Executive Committee on Safety & Security and its Chief Facilities Officer and General Counsel.

A copy of the *2018 Annual Security Report* is posted on and can be viewed and downloaded from the College’s website at www.ccac.edu by clicking on the “Safety & Security” link in the bottom footer of the homepage. In addition, a hard copy of this report can be obtained by contacting the campus Office of Safety and Security. Additionally, in compliance with the Clery Act, each campus has available a Campus Crime Log for the current school year with information on current criminal activity. This information is available to students, parents, faculty and staff and is also maintained in the Office of Safety and Security. Additional information regarding security measures in place on each of CCAC’s campuses, including information on agreements with local law enforcement, emergency management and response, crisis management and behavioral intervention programs and procedures is contained in the CCAC Operational Plan for Safety & Security.

CAMPUS SECURITY AND SECURITY OFFICERS

CCAC is comprised of several campuses and educational centers. Each campus and center has a Director of Safety and Security who is also a sworn police officer as recognized by the Office of the Governor of the State of Pennsylvania and governed by the Office of the State Secretary of Education. These Directors are charged with all the duties and responsibilities pertaining to Campus Safety and Security and report to the individual Campus Presidents. Security at CCAC is further supplemented by a contracted security firm which provides uniformed, un-sworn security supervisors and security guards at each campus and center. Contracted supervisors and guards are not police officers but serve a vital function in the safety and security of the campus community. An arrest, if necessary, will be referred to a sworn police officer.

Location and contact information for each of the Campus Security Offices is as follows:

Allegheny Campus: The Security Office is located in the Physical Education Building, just inside the Legacy Way entrance on the 4th Floor near the Cougar's Den. The main phone number is **412-237-2662**. The office is staffed 24 hours a day, seven days a week. The Director of Safety and Security is Edward W. Bogats, Jr. PhD

- **Homewood-Brushton Center:** The main phone number is 412-371-1138. The office is staffed from 8:00 a.m. to 10:30 p.m. five days a week, and weekend schedule vary by semester, please call the center.

Boyce Campus: The Security Office is located just inside and to the left of the main entrance. The main phone number is **724-325-6653**. The office is staffed from 7:00 a.m. to 11:00 p.m. seven days a week. The Director of Safety and Security is W. Joseph Hixson.

- **Braddock Hills Center:** The main phone number is 412-501-0022. The office is staffed from 7:00 a.m. to 10:30 p.m. five days a week and weekend schedule vary by semester, please call the center.

North Campus: The Security Office is located just inside the main entrance, hallway on right. The main phone number is **412-369-4100**. The office is staffed from 7:00 a.m. to 11:00 p.m., seven days a week. Director of Safety and Security is Brian Johnson.

- **West Hills Center:** The main phone number is 412-788-7370. The office is staffed from 7:00 a.m. to 11:30 p.m. five days a week and weekend schedule vary by semester, please call the center.
- **Energy Innovation Center:** The main phone number is 412-482-3381. The office is staffed from 7:00 a.m. to 10:00 p.m. five days a week and weekend schedule vary by semester, please call the center.

South Campus: The Security Office is located in B-Building (level 3) across from Information. The main phone number is 412-469-6260. The office is staffed 24 hours a day, seven days a week. The Director of Safety and Security is David Grimes.

- **Washington County Center:** The main phone number is 724-223-1012. The office is staffed from 8:00 a.m. to 10:00 p.m. five days a week and weekend schedule vary by semester, please call the center.

CCAC facilities are generally open to students, faculty and staff during normal business and classroom hours. Visitors, guests and other individuals having business with the College are required to report to and register with the campus Security Office upon arrival, and comply with the campus' established procedures and directives while a guest on the premises. CCAC does not presently maintain any on-campus residence halls.

CCAC reserves the right to request appropriate identification from anyone on CCAC property. Identification may be requested by staff or security. Failure to comply with such request will result in that individual(s) being escorted off CCAC property.

EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

It is the policy of CCAC to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. Upon receiving a report or other information relating to a potential emergency or other dangerous situation on or near a campus, a team of College administrators, including the College President and the Campus President(s), will evaluate the information available and confirm whether or not an immediate threat exists. If an immediate threat is confirmed, the College will, without delay, issue notification to the campus community or the segment thereof determined to be at risk. Notification will only be withheld if, in the professional judgment of the College administration, the issuance of a notification would compromise efforts to assist a victim or to respond to or otherwise mitigate the emergency situation.

The College utilizes a variety of tools to issue emergency notifications, including announcements via its public address system, e-mail, Twitter and other social media, local television and radio media (as described below), the College website (www.ccac.edu), Emergency/Severe Weather hotlines, building alarms, electronic bulletin boards, closed circuit television monitors and direct person-to-person communication via a cross-campus system of security and staff volunteers. College personnel authorized to issue an emergency notification will determine, in their discretion, the most effective and appropriate method or methods that will be utilized to communicate the notification.

Each campus location is equipped with a public address system that can provide *up-to-the-minute* audible notifications to students, staff and guests in one or more campus facilities. This system allows for internal and external announcements/warnings to be specifically directed to those affected or potentially affected by an event. It is important to note that the public address system may or may not be used in conjunction with building evacuation alarms. Unless specifically directed otherwise, in the event that a building evacuation alarm is activated, all persons in that building should treat the event as an actual emergency and immediately follow the identified evacuation routes to exit the building. All exits are clearly marked. Additional information on evacuation procedures is set forth in the Emergency Response and Evacuation Procedures section of this report.

Students and staff members may register to receive emergency notifications on their cell phones or via Twitter by texting “follow CCACAlerts” to 40404 or follow@CCACAlerts on Twitter. The service is free but your usual text message or data fees may apply. For more on CCAC Social Media (Facebook, Twitter and You Tube) type “CCAC Social Media” in the search box on the CCAC website homepage at www.ccac.edu.

CCAC uses the following radio and television outlets for external and mass-media notifications:

Television Stations: KDKA (CBS Affiliate)
WTAE (ABC Affiliate)
WPXI (NBC Affiliate)

It is the further policy of CCAC to provide a timely warning notice when it receives a report of a crime or other situation occurring on or near campus that represents a serious or on-going threat to the safety of members of the campus community. The purpose of a timely warning is to keep the

campus community well-informed, minimize the spread of misinformation, and enable members of the community to take appropriate protective action. Timely warnings issued by CCAC will always withhold the names and other identifying information of crime victims as confidential.

Timely Warning Notices may be distributed in a variety of ways, depending upon the circumstances, including one or more of the communication systems utilized for emergency notifications described above.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Detailed emergency response and evacuation procedures for each campus are contained in the College's Emergency Procedures Manuals, Parts I and II, and the College's Emergency Procedures Quick Reference Guides, copies of which are available in the Safety and Security Office and Business Office located on each campus.

Copies of these manuals can also be viewed and downloaded from the CCAC intranet by signing on with your NetID and clicking the "Safety & Security" link on the webpage. In addition, copies of the Quick Reference Emergency Response Guides are displayed in prominent locations in all College facilities. Emergency evacuation routes are also posted near all main exits.

Each campus conducts periodic evacuation drills, at a minimum once a year and every semester depending on location.

EMERGENCY/SEVERE WEATHER INFORMATION HOTLINES

When an emergency or severe weather event delays, alters or otherwise impacts campus or center schedules, activities or operations, a message will be posted on the CCAC Emergency/Severe Weather Hotline. If you suspect an event of severe weather may impact campus classes, schedules or activities, please call the Emergency/Severe Weather Hotline for a recorded message and instructions. Alerts will also be posted on the CCAC website at www.ccac.edu, on local television and radio broadcast channels, and via the College's emergency notification system.

CCAC Emergency / Severe Weather Hotline – 412 -237-4520

DRUG AND ALCOHOL POLICY

In compliance with federal regulations under the Drug-Free School and Communities Act Amendments of 1989 and the CCAC Student Behavioral Code of Conduct, CCAC prohibits the possession, sale, use, manufacturing, and distribution of alcohol or illegal drugs, unauthorized controlled substances and drug paraphernalia on the College's campuses, at the College's centers and other facilities, and at College-sponsored activities that occur off campus. This prohibition includes the possession and/or consumption of alcohol by individuals who are under 21 years of age and the supply of alcohol to individuals who are under 21 years of age. Infractions will result in disciplinary sanctions under the Student Code of Behavioral Conduct and/or employee conduct rules and

policies, where applicable. Violators are also subject to legal sanctions under applicable federal, state and local laws, which may include fines or imprisonment.

Additional information concerning the College's drug and alcohol policies is contained in the Student Handbook, the College's Board Policy Manual (Policy Nos. III.07 and IV.03), and the Employee Manual. Copies of these documents can be viewed and downloaded from the following pages on the College's website:

https://www.ccac.edu/College_Policies_and_Regulations.aspx
<https://www.ccac.edu/learning/>

Copies of the Student Handbook are also available at various sites around campus, including the office of the Dean of Student Development.

College officials will assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, rehabilitation and reentry programs that may be available in the community. Students seeking assistance for drug or alcohol dependency problems may contact the Counseling Center on any campus for assistance. Employees seeking assistance with drug or alcohol dependency should contact the Human Resources Office.

WEAPONS POLICY

In accordance with Board Policy VI.03, the possession of a weapon by any person is expressly prohibited in all buildings, facilities and vehicles owned, leased or operated by the College and at any event or activity sponsored by the College, whether occurring on or off of College property. Violations will result in the immediate removal of the violator and weapon from College property and/or the activity or event at which the violation occurred. Violations may also result in disciplinary sanctions for students or employees.

The prohibition set forth in Policy VI.03 does not apply to weapons that are under the control of certified, commissioned and sworn law enforcement officers who are engaged to provide security services by or on behalf of the College, or who enter upon College property or are present at College-sponsored activities at the College's request or in connection with authorized law enforcement activities. The prohibition also does not apply to equipment or tools that are authorized for use by College employees or contractors in connection with the performance of their job duties and responsibilities.

Faculty, staff and students may request permission to use a replica weapon in connection with an approved and authorized activity, including ROTC military exercises, intercollegiate athletic events, dramatic plays and other similar artistic displays and activities, classroom instruction and presentations, and other educational purposes. Requests will be subject to the written approval of the campus president or his or her designee. Replicas approved for use hereunder must be stored in designated locations and not provided or made accessible to any unauthorized person.

Additional exceptions to this Policy may be made upon recommendation to and express written approval by the College President.

The full text of the College's weapons policy is contained in the Board Policy Manual, which can be accessed on the College's website at the following URL:

https://www.ccac.edu/College_Policies_and_Regulations.aspx

Anyone witnessing or suspecting a violation of this policy should notify Security immediately or a member of the staff or administration.

CRIME REPORTING / VICTIM'S RIGHTS

The safety and security of all members of the college community, including students, faculty, staff and visitors, is of foremost concern at CCAC. Prompt and accurate reporting of crimes helps to protect the campus community, and facilitates the issuance of emergency notifications and timely warnings when circumstances warrant.

CCAC makes it incumbent on its faculty and staff to report all incidents or potential incidents of crime and/or violence to the campus Director of Safety & Security. Students and visitors are also encouraged to report crimes or potential criminal activity in a timely manner to the campus Director of Safety & Security. Crimes may also be reported to campus security personnel or members of the campus administration. Anonymity, if requested, will be honored by the College to the extent permitted by law and to the extent maintaining confidentiality does not impede investigation of the incident or pose a safety risk to others.

In an emergency, members of the college community and visitors are also encouraged to call **9-1-1** to enhance response time to a critical situation. Once 9-1-1 is notified, the campus Security Office or administration should also be notified, if possible. CCAC maintains good working relationships with all local law enforcement and all the campuses and sites are routinely patrolled by these officers who are always prepared to respond to any calls for assistance on campus. CCAC has a close working relationship with the Allegheny County and City of Pittsburgh Police Departments, as well as the other local police departments with jurisdiction over its campus and center locations. Additional information on the working relationships between campus security offices and local police can be found in the College's Operational Plan for Safety & Security.

All criminal acts of a moderate or serious nature are immediately referred to the appropriate law enforcement agency for investigation and appropriate action. Local law enforcement is charged with providing victims pertinent information on support services available to them through various county and state agencies and federally, state and locally funded support groups. Information of this type is also available from CCAC campus counselors and Supportive Services, campus administrative offices and campus security (for referral).

Students, staff and visitors are encouraged to report any victimization or perceived victimization to any member of the campus community for referral to the proper authority. Victims of any crime will have all their options explained to them so that they can make an informed decision on how they want to proceed. Information concerning victim's options can be obtained from the various administration offices, campus security or officers from the responding local law enforcement agency.

Even if the victim elects not to proceed through any law enforcement action, disciplinary procedures may still be pursued under the College's Student Code of Conduct (Student Handbook), the policies and procedures applicable to employee conduct, and/or the College's Civil Rights Complaint Procedures, when applicable.

Campus Violence

Acts of violence on CCAC's campuses and facilities are strictly prohibited. All such incidents or threatened incidents should be reported to Security or the administration for proper referral. Reports will be thoroughly investigated and appropriate action taken. Referral may also be made to local law enforcement authorities. Complainants will be notified of the results of any College investigation and any action taken by CCAC as a result of the investigation.

Please refer to the section of this report entitled **Preventing and Responding to Acts of Sexual Violence**, and the materials included in this report under Appendix B, for information on the resources and procedures available to victims of acts of sexual violence, dating violence, domestic violence, stalking and other civil rights violations.

Protection from Abuse / Restraining Orders

Individuals who have obtained a Protection from Abuse Order or Restraining Order should provide the campus Security Office with a copy of the document, which will be maintained in confidence at the Security Office. Copies will be destroyed when the time limit expires or the individual requests the document to be returned. It is important to have ready access to these documents in case local law enforcement needs to be called to enforce the Order and to ensure that other appropriate protective actions and accommodations can be implemented, if necessary.

PERSONAL INJURY REPORTING

Students, faculty, staff and visitors are encouraged to report hazardous or potentially hazardous conditions in College facilities to the campus Security Office or campus administration. Such incidents include obstructions, spills, icy/slippery conditions, snow build-up, and inadequate lighting issues.

Anyone who sustains an injury while on College property or engaged in College-sponsored activities or business should report the incident as soon as possible to one or more of the following: a member of the administration, a faculty or staff member, the campus Director of Safety & Security, uniformed security personnel, or the campus Business Office. There are specific forms that must be completed to ensure prompt attention and resolution by the College's insurers.

Even if the injury seems minor at the time the incident should be reported to protect the individual should something develop over time that is attributable to the injury. If an individual is incapacitated or otherwise unable to report the incident, co-workers, family members, friends or other individuals who may be aware of the incident are encouraged to make a report on the injured individual's behalf.

SAFETY AND SECURITY TIPS

CCAC's campuses and facilities have historically been a safe and secure environment for education and learning. Even with a combination of urban and suburban settings, the incidents of concern remain relatively small. However, personal awareness is always encouraged. The following tips are provided in the interest continuing to promote a safe and secure environment:

- If you drive, don't leave valuables in plain view and always lock your doors.
- Don't leave valuables unattended. Take them with you or ask someone to watch them for you.
- Keep purses, bags, back-packs, closed when not in use. Don't hang purses on the backs of chairs. Don't keep valuables in outside pockets of back-packs. Keep track of your books, especially during buy-back period (when most thefts occur).
- Leave credit cards at home unless you know you will need them. Never keep PIN numbers or password information with credit, bank or other account cards.
- Car pool. Take classes with friends/acquaintances. Travel in groups when possible.
- Be aware of others around you, inside and out. If you are uncomfortable with your surroundings, leave, back-track, etc. until you feel secure. If needed, ask for an escort from Security or someone you feel safe with.
- Carry car keys in hand on way to vehicle. This gets you in faster and you can lock your door. Carry personal communicator as well, if practical.
- Know where the exits are in case of evacuation order or building alarm. Follow audible instructions. Go to the closest exit, not the one nearest your car.
- Lastly, if you think a situation is potentially dangerous, it probably is. Follow your instincts and seek assistance.

PARKING / PARKING PERMITS

Parking regulations apply college-wide but vary from campus to campus. A complete set of the applicable regulations are available at the campus Security Office.

The parking regulations apply to all constituents; students, staff and visitors. The regulations could not be simpler. Park where designated. Do not park where prohibited or otherwise regulated such as in Handicap spaces or other specifically designated spots unless you are permitted to do so and have the proper college placard displayed in your vehicle. Each lot has been designed for maximum efficiency. When a car is beyond a designated space or on an end-cap it is most likely infringing on a thruway for fire or emergency vehicles or busses.

Parking infractions can result in warnings or fines. Fines are set at:

- \$20.00 for no official college parking permit
- \$25.00 for Improper Parking
- \$50.00 for Parking in a Loading Dock
- \$75.00 for Parking in a Fire Lane
- \$100.00 for Improper Parking in a Handicap Space

Fines are only payable at Student Accounts and the fines double if not paid within seven (7) days. Fines may also be mailed to the office of Student Accounts. Please include the citation with the fine. Do not send cash.

An appeal system is in place. Security officers do not have authority to rescind a citation once it is written. Appeal forms should be filed within seven (7) days at the campus Business Office. The forms are available at Security and at Student Accounts. The citation should be attached to the appeal. Appeals are heard by the campus Dean of Administration or a designee. The result of the appeal is final.

Failure to pay or appeal a citation not only doubles the fine but a hold is placed on a student's file. This hold must be satisfied before grades or transcripts are released or the student registers for an upcoming semester. In the case of staff infractions that are not paid or appealed additional sanctions will apply.

Periodically, for some infractions, local law enforcement may issue a parking citation. If you receive a citation from local law enforcement you must follow the procedures as outlined on the state citation. These citations cannot be adjudicated at the Business Office but must be processed through the magisterial district in which the infraction occurred. State citations are considerably more expensive.

ESCORT SERVICES

Each campus, through the Security Office, provides escort services. Services may be requested through use of hall phones by dialing the extension for Security or by personal communicator by dialing the full number for the campus Security Office.

Each campus may have variations on escort availability but all requests will be honored (usually in the order in which they are received).

Security Office extensions and full numbers:

Allegheny:	Ext. 2662 (412-237-2662)
Boyce:	Ext. 6653 (724-325-6653)
North:	Ext. 4100 (412-369-4100)
South:	Ext. 6260 (412-469-6260)
West Hills:	Ext. 7370 (412-788-7370)
Homewood-Brushton Center:	Ext. 1138 (412-371-1138)

Braddock Hills Center
Energy Innovation Center
Washington County Center

Ext. 0022 (412-501-0022)
Ext. 3381 (412-482-3381)
Ext. 1012 (724-223-1012)

CLERY ACT CRIME STATISTICS

Background

Jeanne Clery was a 19 year old student at Lehigh University, Pennsylvania, in 1986 when she was assaulted and murdered in her dorm room. Following her death her parents lobbied Pennsylvania lawmakers for legislation requiring colleges and universities to publish their crime statistics. The first such bill was signed into law in 1988 mandating that all state colleges and universities annually publish the latest three years campus crime statistics. Successive federal bills expanded the program nationwide and in 1998 the Student Right-To-Know and Campus Security Act was formally renamed in memory of Jeanne Clery.

Reportable Crimes

The Clery Act requires colleges and universities to report on seven basic categories of crime which occur on their campuses, on non-campus buildings and property owned or controlled by the institution, and/or on public property within or immediately adjacent to and accessible from the campus. CCAC does not have any recognized student organizations that are located off campus. Definitions of crimes required to be reported under the Clery Act are from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook (available at www.fbi.gov). The definitions of sex offenses are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook. The reportable categories are as follows:

- Criminal Homicide – Murder, negligent and non-negligent manslaughter
- Sex Offenses – forcible and non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Arson
- Motor Vehicle Theft

Beginning with the 2013 calendar year, and in accordance with the requirements of the Violence Against Women Reauthorization Act (VAWA), colleges and universities will also separately report crime statistics for the following categories:

- Domestic Violence
- Dating Violence
- Stalking

Statistics regarding incidents of rape, fondling, incest and statutory rape will also be separately reported under the category of Sex Offenses.

Prior to calendar year 2013, incidents of domestic violence and dating violence were included and reported under the categories of Assault, Aggravated Assault or Crimes Against the Family. Stalking was previously included and reported under the category of Harassment. Incidents of rape, fondling, incest and statutory rape were included and reported under the Forcible and Non-Forcible Sex Offenses categories, depending upon the nature of the allegations.

CCAC has made a good faith effort to identify and include statistics for these additional categories in its reported crime statistics for calendar years 2013, 2014 and 2015, where applicable, based upon the following definitions:

- **Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his or her youth). For Clery reporting purposes, the crime of rape also includes sexual assault (sexual intercourse or deviate sexual intercourse without the complainant's consent), sexual assault with an object, and forcible sodomy.
- **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:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person living with or has lived with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the jurisdiction.
- **Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the victim.
- **Stalking:** To engage in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person, or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Hate Crimes

Hate crime statistics are also included this report. A hate crime refers to a crime reported to local police agencies or to campus security authorities that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin or disability.

CCAC encourages the reporting of any suspected form of bias or hate crime to Security or local law enforcement. Victims may also contact the College’s Civil Rights Compliance Officer or any other member of the administration for assistance and reporting.

CCAC encourages intercultural experiences and diversity and is committed to protecting the rights of all individuals. If anyone of the campus community feels they have become a victim of a hate crime they are encouraged to report this immediately as noted above.

Liquor Law, Drug Law and Illegal Weapons Possession

The Clery Act requires colleges and universities to report on arrests and/or disciplinary referrals for the following: Liquor law violations, drug law violations and illegal weapons possession.

Local Law Enforcement Crime and Arrest Statistics

The crime statistics contained in this report are compiled by the Executive Director of Emergency Management Safety & Security and the Directors of Safety & Security. In addition, CCAC requests crime figures from law enforcement agencies whose jurisdiction encompasses the College campuses. These requests are made annually but local law enforcement is not compelled to provide this information to the College. Most departments do respond. When received, this information is incorporated into the Clery Act tables. All figures are for the three calendar years immediately preceding the publication year. Any questions can be addressed to the Safety & Security Office at each campus or center:

Allegheny Campus Security:	412-237-2662
Boyce Campus Security:	724-325-6653
North Campus Security:	412-369-4100
South Campus Security:	412-469-6260
West Hills:	412-788-7370
Homewood-Brushton Center:	412-371-1138
Braddock Hills Center	412-501-0022
Energy Innovation Center	412-482-3381
Washington County Center	724-223-1012

Campus Fire Logs

Though not required due to the fact that CCAC does not offer residence halls, each campus also maintains a Fire Log which is maintained in the campus Security Office. These Campus Fire Logs are available for review by any interested party who presents valid identification to the Director of Safety and Security or the Director’s designee.

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Annual Crime Statistics Report – 2018

(Jeanne Clery Act Compliance)

Reported Crime	Allegheny Campus			Boyce Campus			North Campus			South Campus		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
CRIME												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Agg. Assault	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
Auto 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
Forcible Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forc. Burg.	0	0	0	0	0	0	0	0	0	0	0	0
Force. Sex Offense	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
Non-Forc. Sex-Off.	0	0	0	0	0	0	0	0	2	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
Hate crimes in above categories	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS												
Liquor Laws	0	0	0	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0
REFERRALS												
Liquor Laws	0	0	0	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0
V.A.W.A.*												
Domestic Violence	0	1	0	0	0	1	0	0	0	0	1	0
Dating Violence	0	1	0	0	0	0	0	4	1	0	1	0
Stalking	0	0	2	0	2	0	0	1	4	0	1	3

*Violence Against Women Act required reporting. Definitions contained elsewhere in the Annual Security Report.

- Notes: 1. CCAC has no dormitories or other off-campus buildings.
 2. CCAC is a two-year college and has no graduate level programs.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
CAMPUS CRIME REPORT - 2018
UNIFORM CRIME REPORT – PART II OFFENSES**

Part II Offenses	2015		2016		2017	
	Number	Rate*	Number	Rate*	Number	Rate*
Forgery and Counterfeiting	0	0	0	0	0	0
Fraud	1	.00007	1	.00007	0	
Embezzlement	2	.00014	0	0	0	
Stolen Property-Rec./Burg/Poss.	21	.00147	22	.00154	5	.00035
Vandalism	9	.0063	6	.00042	10	.0007
Weapons Carrying/Poss.	0	0	0	0	0	
Prostitution/Comm. Vice	0	0	0	0	0	
Sex Offenses, Except Rape & Pros.	0	0	0	0	2	.00014
Drug Abuse, Sales & Manufac.	0	0	0	0	0	
Drug Abuse, Possession	0	0	0	0	1	.00007
Gambling	0	0	0	0	0	
Offenses Against Family/Child.	0	0	0	0	0	
Driving Under the Influence	0	0	0	0	0	
Liquor Laws	0	0	0	0	0	
Drunkenness	2	.00014	0	0	0	
Disorderly Conduct	29	.00203	12	.000084	20	.00014
Vagrancy	0	0	0	0	0	
All Others – Except Traffic	1	.00007	22	.00154	11	.00077
Total Part II Offenses	65	.00455	63	.00441		
Total Part I and Part II	65	.00455	63	.00441	49	.00343

* Rate is based on formula for 100,000 Full-Time Equivalency Students and Staff

1. CCAC has no dormitories or other off-campus buildings.
2. CCAC is a two-year college and has no graduate level programs.

Base # is .00007

Community College of Allegheny County
Allegheny Campus – 2018 – Part I
Crime Statistics for Federal Reporting

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Hate Crimes in Above Categories	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
Referrals									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
V.A.W.A.									
Domestic Violence	0	1	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	0	0	0	0	0
Stalking	0	0	2	0	0	0	0	0	0

Community College of Allegheny County
Allegheny Campus – 2018 – Part II
Crime Statistics for Federal Reporting

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	1	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Stolen Property-Rec./Burg./Poss.	12	6	4	0	0	0	0	0	0
Vandalism	6	3	2	0	0	0	0	0	0
Weapons Carrying/Possession	0	0	0	0	0	0	0	0	0
Prostitution/Comm. Vice	0	0	0	0	0	0	0	0	0
Sex Offenses, Except Rape & Prostitution	0	0	0	0	0	0	0	0	0
Drug Abuse, Sales & Manufacturing	0	0	0	0	0	0	0	0	0
Drug Abuse, Possession	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Offenses Against Family/Child	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Disorderly Conduct	14	6	16	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
All Others - Except Traffic	21	10	0	0	0	0	0	0	0

**Community College of Allegheny County
 Boyce Campus – 2018 – Part I
 Crime Statistics for Federal Reporting**

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Hate Crimes in Above Categories	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
Referrals									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
V.A.W.A.									
Domestic Violence	0	0	1	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	2	0	0	0	0	0	0	0

Community College of Allegheny County
Boyce Campus – 2018 – Part II
Crime Statistics for Federal Reporting

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Stolen Property-Rec./Burg./Poss.	2	1	1	0	0	0	0	0	0
Vandalism	3	2	8	0	0	0	0	0	0
Weapons Carrying/Possession	0	0	0	0	0	0	0	0	0
Prostitution/Comm. Vice	0	0	0	0	0	0	0	0	0
Sex Offenses, Except Rape & Prostitution	0	0	0	0	0	0	0	0	0
Drug Abuse, Sales & Manufacturing	0	0	0	0	0	0	0	0	0
Drug Abuse, Possession	0	0	1	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Offenses Against Family/Child	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Disorderly Conduct	3	2	3	0	0	0	0	0	0
Vagrancy	0	3	0	0	0	0	0	0	0
All Others - Except Traffic	0	4	9	0	0	0	0	0	0

Community College of Allegheny County
North Campus – 2018 – Part I
Crime Statistics for Federal Reporting

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Hate Crimes in Above Categories	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
Referrals									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
V.A.W.A.									
Domestic Violence	0	0	1	0	0	0	0	0	0
Dating Violence	0	4	1	0	0	0	0	0	0
Stalking	0	1	4	0	0	0	0	0	0

Community College of Allegheny County
North Campus – 2018 – Part II
Crime Statistics for Federal Reporting

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Embezzlement	2	0	0	0	0	0	0	0	0
Stolen Property-Rec./Burg./Poss.	5	5	0	0	0	0	0	0	0
Vandalism	0	1	0	0	0	0	0	0	0
Weapons Carrying/Possession	0	0	0	0	0	0	0	0	0
Prostitution/Comm. Vice	0	0	0	0	0	0	0	0	0
Sex Offenses, Except Rape & Prostitution	0	0	2	0	0	0	0	0	0
Drug Abuse, Sales & Manufacturing	0	0	0	0	0	0	0	0	0
Drug Abuse, Possession	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Offenses Against Family/Child	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Disorderly Conduct	7	2	1	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
All Others - Except Traffic	0	8	1	0	0	0	0	0	0

Community College of Allegheny County
South Campus – 2018 – Part I
Crime Statistics for Federal Reporting

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Hate Crimes in Above Categories	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
Referrals									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
V.A.W.A.									
Domestic Violence	0	1	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	0	0	0	0	0
Stalking	0	1	3	0	0	0	0	0	0

Community College of Allegheny County
South Campus – 2018 – Part II
Crime Statistics for Federal Reporting

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Stolen Property-Rec./Burg./Poss.	2	4	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Weapons Carrying/Possession	0	0	0	0	0	0	0	0	0
Prostitution/Comm. Vice	0	0	0	0	0	0	0	0	0
Sex Offenses, Except Rape & Prostitution	0	0	0	0	0	0	0	0	0
Drug Abuse, Sales & Manufacturing	0	0	0	0	0	0	0	0	0
Drug Abuse, Possession	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Offenses Against Family/Child	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
Drunkenness	2	0	0	0	0	0	0	0	0
Disorderly Conduct	5	3	0	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
All Others - Except Traffic	0	3	0	0	0	0	0	0	0

**Community College of Allegheny County
Homewood-Brushton Center – 2018 – Part I
Crime Statistics for Federal Reporting**

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Hate Crimes in Above Categories	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
Referrals									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
V.A.W.A.									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

**Community College of Allegheny County
Homewood-Brushton Center – 2018 – Part II
Crime Statistics for Federal Reporting**

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Stolen Property-Rec./Burg./Poss.	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Weapons Carrying/Possession	0	0	0	0	0	0	0	0	0
Prostitution/Comm. Vice	0	0	0	0	0	0	0	0	0
Sex Offenses, Except Rape & Prostitution	0	0	0	0	0	0	0	0	0
Drug Abuse, Sales & Manufacturing	0	0	0	0	0	0	0	0	0
Drug Abuse, Possession	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Offenses Against Family/Child	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
All Others - Except Traffic	0	0	0	0	0	0	0	0	0

**Community College of Allegheny County
 Braddock Hills Center – 2018 – Part I
 Crime Statistics for Federal Reporting**

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Hate Crimes in Above Categories	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
Referrals									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
V.A.W.A.									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

**Community College of Allegheny County
Braddock Hills Center – 2018 – Part II
Crime Statistics for Federal Reporting**

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Stolen Property-Rec./Burg./Poss.	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Weapons Carrying/Possession	0	0	0	0	0	0	0	0	0
Prostitution/Comm. Vice	0	0	0	0	0	0	0	0	0
Sex Offenses, Except Rape & Prostitution	0	0	0	0	0	0	0	0	0
Drug Abuse, Sales & Manufacturing	0	0	0	0	0	0	0	0	0
Drug Abuse, Possession	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Offenses Against Family/Child	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	1	0	0		0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
All Others - Except Traffic	0	0	0	0	0	0	0	0	0

**Community College of Allegheny County
Energy Innovation Center – 2018 – Part I
Crime Statistics for Federal Reporting**

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Hate Crimes in Above Categories	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
Referrals									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
V.A.W.A.									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

**Community College of Allegheny County
Energy Innovation Center – 2018 – Part II
Crime Statistics for Federal Reporting**

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Stolen Property-Rec./Burg./Poss.	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Weapons Carrying/Possession	0	0	0	0	0	0	0	0	0
Prostitution/Comm. Vice	0	0	0	0	0	0	0	0	0
Sex Offenses, Except Rape & Prostitution	0	0	0	0	0	0	0	0	0
Drug Abuse, Sales & Manufacturing	0	0	0	0	0	0	0	0	0
Drug Abuse, Possession	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Offenses Against Family/Child	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
All Others - Except Traffic	0	0	0	0	0	0	0	0	0

Community College of Allegheny County
West Hills Center – 2018 – Part I
Crime Statistics for Federal Reporting

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Hate Crimes in Above Categories	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
Referrals									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
V.A.W.A.									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

**Community College of Allegheny County
West Hills Center – 2018 – Part II
Crime Statistics for Federal Reporting**

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Stolen Property-Rec./Burg./Poss.	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Weapons Carrying/Possession	0	0	0	0	0	0	0	0	0
Prostitution/Comm. Vice	0	0	0	0	0	0	0	0	0
Sex Offenses, Except Rape & Prostitution	0	0	0	0	0	0	0	0	0
Drug Abuse, Sales & Manufacturing	0	0	0	0	0	0	0	0	0
Drug Abuse, Possession	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Offenses Against Family/Child	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
All Others - Except Traffic	0	0	0	0	0	0	0	0	0

**Community College of Allegheny County
Washington Crown Center – 2018 – Part I
Crime Statistics for Federal Reporting**

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Hate Crimes in Above Categories	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
Referrals									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
V.A.W.A.									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

**Community College of Allegheny County
Washington Crown Center – 2018 – Part II
Crime Statistics for Federal Reporting**

Reported Crime	Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Stolen Property-Rec./Burg./Poss.	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Weapons Carrying/Possession	0	0	0	0	0	0	0	0	0
Prostitution/Comm. Vice	0	0	0	0	0	0	0	0	0
Sex Offenses, Except Rape & Prostitution	0	0	0	0	0	0	0	0	0
Drug Abuse, Sales & Manufacturing	0	0	0	0	0	0	0	0	0
Drug Abuse, Possession	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Offenses Against Family/Child	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
All Others - Except Traffic	0	0	0	0	0	0	0	0	0

CCAC NON-DISCRIMINATION AND TITLE IX POLICY

CCAC does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Harassment that is based on any of these characteristics, whether in

verbal, physical, or visual form, constitutes a form of prohibited discrimination. This includes harassing conduct which affects tangible job benefits, unreasonably interferes with an individual's academic or work performance, or which creates what a reasonable person would perceive to be an intimidating, hostile or offensive work or educational environment.

Employees, students, third-party vendors and guests may report conduct that is believed to be in violation of the College's non-discrimination policy or applicable law by contacting the College's Office of Human Resources, the Title IX Coordinator/Civil Rights Compliance Officer or such other officials as may be designated in other Board policies or administratively issued regulations and procedures. The College prohibits and will not engage in retaliation against any person who in good faith reports a violation of this Policy, provides information in an investigation of a potential violation or otherwise engages in protected activity under the law.

CCAC also complies with Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender or sex in the College's educational programs and activities, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Campus Sexual Violence Elimination Act (SaVE Act). Conduct prohibited under Title IX, the Clery Act and the SaVE Act includes sexual harassment, sexual misconduct and acts of sexual violence, including sexual assault, domestic violence, dating violence, and stalking. With the exception of staff designated by the College to provide confidential professional counseling services to victims of such conduct, College employees are required to inform CCAC's Civil Rights Compliance Officer/Title IX Coordinator of incidents or suspected incidents of sex or gender discrimination, sexual harassment, or sexual violence against a student, employee, vendor or guest of which they become aware.

The complete text of the College's Non-Discrimination Policy is included in this report under Appendix A.

CCAC UNLAWFUL HARASSMENT POLICY

As provided under Board Policy II.02, the unlawful harassment of employees, students and/or third parties working at or visiting the College is expressly prohibited and will not be tolerated.

Unlawful harassment consists of unwelcome conduct, whether verbal, written, physical or graphic, that is based upon an individual's race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law, and which: (1) is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or hostile working or learning environment; (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or education opportunities.

Sexual Harassment

Sexual harassment is a form of prohibited unlawful harassment, and consists of unwelcome sexual advances, requests for sexual favors or other verbal, written, graphic or physical conduct of a sexual nature, when:

1. Submission to such conduct is either implicitly or explicitly made a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Sexual harassment may take many forms, including deliberate or careless use of offensive, vulgar or demeaning terms connected with a person's gender or sexual orientation; sexually suggestive comments, compliments, jokes, innuendos, questions or flirtations; offensive or sexually suggestive objects, graffiti, pictures, or graphic displays; sexual gestures or unwanted touching; pressuring or asking an individual for dates or sexual favors; or any other conduct that has the effect of unreasonably interfering with an individual's ability to work or learn.

Romantic Relationships

Romantic relationships in the workplace or within the educational environment also raise concerns for the College community, particularly in cases in which one party to the relationship possesses supervisory or evaluative authority over the other or may reasonably be perceived to possess such authority. Given the power differentials between the parties, such relationships carry the inherent risk that the subordinate employee or student will be determined to have lacked the ability to provide effective consent to the relationship. In addition, the existence of such relationships may raise questions regarding the academic and operational integrity of the supervisor's decisions, create actual or perceived conflicts of interest relative to the parties' interactions with fellow students and/or co-workers, and create the potential for sexual harassment and retaliation charges. In light of these concerns, and in the interest of mitigating the risks inherent to such relationships, the following requirements will apply:

- No employee shall be permitted to date or engage in a romantic or sexual relationship with an employee that s/he supervises, whether directly or indirectly.
- No employee shall be permitted to date or engage in a romantic or sexual relationship with a student that s/he supervises or evaluates, or with respect to whom s/he provides professional services or for whom s/he may have any foreseeable professional responsibility, authority or influence. Examples of prohibited relationships include but are not limited to instructor/current student, work study student/supervisor, advisor/advisee, tutor/student, coach/athlete and administrator/student.
- If employees choose to enter into a consensual dating or romantic relationship with each other and one party has supervisory responsibilities over the other, it shall be the responsibility of the senior person to report the relationship to his/her supervisor and to the Human Resources Office at the onset of the relationship. In such situations, the College may transfer one or both employees or take such other action as may be necessary to eliminate the conflict.
- If employees choose to enter into a consensual dating or romantic relationship with each other and neither party has any direct or indirect supervisory authority over the other, it shall

be the responsibility of both employees to immediately report the existence of the relationship to their respective supervisor(s) and the Human Resources Office at the onset of the relationship. In the event it is determined that the relationship creates or would foreseeably create a distraction in the workplace or interfere with the productivity and efficiency of the employees in question and/or their other co-workers, the College may transfer one or both employees or take such other action as may be necessary to eliminate the disruption.

- Employees who are contemplating entering into a romantic relationship with an individual who is enrolled as a student at the College, but whom the employee does not evaluate or supervise, are required to notify their supervisor prior to entering into or commencing any relationship. The College reserves the right to transfer the employee or to take such other action as may be necessary to eliminate any potential for the employee to be in a position to supervise, evaluate, exercise authority over or otherwise influence the student or any academic, financial or employment-related decisions that may affect the student.

Employees, students, third-party vendors and guests may report conduct that is believed to be in violation of this Policy to the College's Office of Human Resources, the Title IX Coordinator/Civil Rights Compliance Officer, or such other officials as may be designated in other Board policies or administratively issued regulations and procedures. Employees must promptly report acts of unlawful harassment that they witness or of which they become aware. The College prohibits and will not engage in retaliation against any person who in good faith makes a report of unlawful harassment, provides information in connection with the investigation of a report or complaint of unlawful harassment, or who otherwise engages in protected activity under the law.

All complaints and reports of unlawful harassment shall be promptly investigated, and appropriate and necessary corrective action will be taken to prevent its recurrence. Confidentiality of all parties shall be maintained to the fullest extent possible under the circumstances, consistent with the College's legal and investigative obligations.

Substantiated violations of this Policy will result in disciplinary action, up to and including termination of employment or, in the case of students, expulsion from the College, in accordance with procedures and due process rights provided under applicable law, College policies and collective bargaining agreements.

The complete text of the College's Unlawful Harassment Policy is included in this report under Appendix A.

PREVENTING AND RESPONDING TO ACTS OF SEXUAL VIOLENCE

CCAC has adopted a Civil Rights Complaint Procedure which provides for the prompt and equitable investigation and resolution of violations of CCAC's Non-Discrimination Policy and Unlawful Harassment Policy, including cases involving sexual assault, relationship violence, stalking, and other forms of sexual misconduct. The following is a summary of important definitions related to forms of prohibited sexual assault and relationship violence:

- **Sexual Assault** is a term that encompasses rape, fondling, incest, and statutory rape, as defined in the Clery Crime Statistics section of this report. In Pennsylvania, the crime of sexual assault is defined as sexual intercourse or deviate sexual intercourse without the complainant's consent.
- **Relationship Violence** refers to domestic and dating violence, as defined in the Clery Crime Statistics section of this report.
- **Stalking** means engaging in acts toward another person with the intent to place the person in reasonable fear of bodily injury or cause emotional distress.*
- **Consent** is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent. A person's use of alcohol and/or other drugs does not necessarily eliminate his or her responsibility to obtain consent.

Consent under Title 18 of the Pennsylvania Crimes Code:

- General Rule:** The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negates an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.*
- Consent to bodily injury:** When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:
 1. the conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport or
 2. the consent establishes a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).*
- Ineffective consent:** Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:
 1. it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
 2. it is given by a person who by reason of youth, mental disease or defect, or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
 3. it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
 4. it is induced by force, duress, or deception of a kind sought to be prevented by the law defining the offense.*

** West's Pennsylvania Criminal Justice 2014 Pamphlet (Eagan, Minn.: Thomson Reuters, 2014).*

The Civil Rights Complaint Procedure, **a full copy of which can be located under Appendix B of this Report**, describes the reporting options that are available for individuals who are the victims of acts of sexual violence or other civil rights violations, provides for a fair and prompt adjudication process that is administered by officials who receive annual training on the appropriate handling of such complaints, describes the disciplinary sanctions that may be imposed against offenders, and identifies counseling, advocacy and other resources that are available to assist victims of such incidents. An optional Complaint reporting form is included as part of these procedures.

Additional information regarding CCAC's Civil Rights Complaint Procedure, and the process for reporting incidents of sexual violence, domestic violence, dating violence, stalking, sexual harassment and other forms of sexual misconduct, can also be obtained by contacting the College's Civil Rights Compliance Officer/Title IX Coordinator, by visiting the Title IX page of the College's website (<https://www.ccac.edu/TitleIX.aspx>), or by referring to the CCAC Student Handbook and the Student Code of Behavioral Conduct contained therein.

Reporting to the Police

In cases involving potential criminal misconduct, CCAC also encourages individuals to report the conduct to the law enforcement agency which has jurisdiction over the location where the incident occurred. If the conduct is reported to the College, the complainant will be informed of their option to also report any potential criminal activity to the police. Members of the College Security Offices are available to assist the Complainant in contacting the police.

Recommended Action for Victims

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider taking the following actions:

1. Get to a safe place. If you are in immediate danger, dial 9-1-1.
2. Avoid the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
3. Pursue medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
4. Pursue counseling services and victim assistance. A number of community-based agencies are available that can provide confidential counseling services to victims and assist in evaluating the trauma and determining next steps. These include the following:

Pittsburgh Action Against Rape (PAAR)
1-866-END-RAPE (24 hour hotline)
www.paar.net

PA Coalition Against Rape
www.pcar.org

Center for Victims of Violence and Crime
(412) 392-8582 (24 hour hotline)
www.centerforvictims.org

PA Coalition Against Domestic Violence
www.pcadv.org

Crisis Center North
1 (412) 364-5556 (24 hour hotline)
1 (866) 782-0911 (Toll Free)
info@crisiscenternorth.org
www.crisiscenternorth.org

National Sexual Violence Resource Center
(NSVRC)
1-877-739-3895
resources@nsvrc.org
www.nsvrc.org

Women's Center & Shelter
of Greater Pittsburgh
(412) 687-8005 (24 hour hotline)

Rape, Abuse and Incest National Network
(RAINN)
<https://ohl.rainn.org/online/>

Resolve Crisis Network
1-888-7-YOU-CAN (24 hour hotline)

Office for Violence Against Women
<http://www.justice.gov/ovw>

National Domestic Violence Hotline
<http://www.thehotline.org/>

Stalking Resource Center
<http://www.victimsofcrime.org/our-programs/stalking-resource-center>

College employees may also seek assistance from the College's Employee Assistance Program – *Lytle EAP Partners* at 1-800-327-7272; www.lytleap.com. Please contact the Human Resources Office for additional information.

5. Make a timely police report. Time can be a critical factor for evidence collection and preservation. As noted above, you can initiate a College-based and/or criminal complaint for the assault. You may obtain assistance from campus authorities in initiating either process. Please see Appendix B for additional information on filing a report or complaint with the College, and confidential reporting options.
6. Make a report to the College's Civil Rights Compliance Officer/Title IX Coordinator or other responsible College employee. Please note that, unless designated by the College as a confidential reporting source, responsible College employees have an obligation to notify the College's Civil Rights Compliance Officer/Title IX Coordinator of the incident so that necessary follow-up action can be taken by the College.
7. Make an anonymous report to the police. An anonymous report to the police notifies them that an act of sexual violence has occurred but gives no names or identification.

Prevention Education and Training Programs

CCAC endeavors to foster a safe learning and working environment for all members of the campus community. To this end, CCAC provides education programs for students, staff and the College community at large which promote understanding and awareness of College policies and civil rights laws, including Title VII of the Civil Rights Act, Title IX of the Education Amendments Act of 1972, the Violence Against Women Act and the Campus SaVE Act. These programs include both live and online training for staff members regarding their rights and obligations under the law and

College policies. CCAC's online course, entitled *Intersections: Preventing Harassment & Sexual Violence* was developed in conjunction with Everfi and is provided to faculty and staff on an annual basis. Access to online training materials for faculty and staff can be obtained from the College's Office of Human Resources.

All new CCAC students are required to complete an orientation program and that specifically addresses sexual violence, domestic violence, dating violence and stalking, including safety precautions and risk reduction strategies, bystander intervention, reporting options and complaint procedures, available counseling and assistance services and the College's disciplinary system and procedures. The College also maintains a Title IX information page on its website, which provides information regarding the recognition and prevention of acts of sexual violence, and describes the resources available to students who have been the victim of sexual violence. The Title IX information can be found at: <https://www.ccac.edu/TitleIX.aspx>.

Students are also offered an online awareness program—*Think About It: Community Colleges*, that is provided by Everfi, LLC. This comprehensive primary prevention and awareness program provides awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. This training course is a complete suite of sexual violence prevention designed for community college students. It covers important topics such as students' rights and responsibilities, preventing sexual violence, dating violence, stalking, harassment and bullying, navigating partying, drugs and alcohol, and acting as allies for others in need. Specific information is provided for each of the following topics related to Title IX, the Clery Act, the Violence Against Women Act and the Campus SaVE Act: sexual violence, bystander intervention, men as allies, concepts of consent, no-consent and continuous consent, gender sensitivity and the use of drugs and alcohol. This training is released to each enrolled student at CCAC once per semester.

CCAC also engages in ongoing awareness and prevention activities which endeavor to promote awareness and discussion of issues relating to sexual violence and other forms of interpersonal abuse and violence. These programs, which are conducted in conjunction with the Campus Diversity Officers, the Campus Offices of Student Life and community-based agencies such as Pittsburgh Action Against Rape (PAAR), include participation in Take Back the Night and Stop the Violence Week activities, domestic violence workshops conducted in collaboration with the Greater Pittsburgh Women's Center & Shelter and North Hills Community Outreach, theatrical presentations highlighting awareness of dating violence, and at least two informational workshops held on each College campus each academic year. Additional information on programs and workshops relating to sexual violence awareness and prevention can be obtained by contacting the College's Civil Rights Compliance Officer, the campus Deans of Student Development, or the campus Directors of Student Life.

The Executive Director of Emergency Management Safety/Security and Security Directors Provides Active Shooter Training and Workplace Violence Program to the CCAC community. The program empowers students and employees to make informed decisions in order to increase their chances of survival in the event of an active shooter or violent person. The training is offered several times throughout the year or by request by any office, club, department, or class.

To further ensure that the college community is aware of their rights and responsibilities, CCAC sought out and was awarded a \$30,000 *It's On Us* grant through the PA Department of Education to enhance the awareness program of sexual violence, domestic violence, dating violence and stalking.

This grant funding provided additional training to all of the internal constituents (students, staff, faculty and administrators) and provided for the printing of a *Surviving Domestic Violence Resource Guide* and three (3) poster designs on domestic/dating abuse, anonymous reporting and stopping sexual assault. Sexual assault awareness survey software was also purchased with the grant funds and a survey for students was developed and will be conducted in the forthcoming academic year.

Bystander Intervention

Bystander intervention also plays an important role in helping to prevent sexual assaults and harassment. A active bystander approach helps our campus community members identify specific roles that they can take to prevent sexual violence, including stopping situations that could lead to sexual violence before it happens, stepping in during an incident, and speaking out against ideas and behaviors that support sexual violence. Some examples include:

- Speaking up when someone discusses plans to take sexual advantage of another person;
- Confronting people who seclude, hit on, try to make out with, or have sex with people who are incapacitated;
- Calling police or campus security when a person is yelling at another and it is not safe for you to interrupt;
- Refusing to leave the area and calling police if a person is trying to get you to leave so they can take advantage of another;
- Ensuring friends who are incapacitated do not leave the area with someone unknown;
- Encouraging friends and other persons who you know or believe to be in an abusive relationship to seek professional help.

It is important to remember that bystander intervention does not mean putting yourself in danger. Everyone should consider their own safety when determining when and how to respond to any potentially violent situation. Depending upon the circumstances, safe and effective intervention can include actions that disrupt or speak out against social norms that perpetuate sexual violence in our culture, such as glorifying power over others, objectifying women, and promoting violent and aggressive behaviors. Additional information on effective interventions and sexual violence prevention strategies is available at www.notalone.gov.

MEGAN’S LAW/SEX OFFENDER REGISTRATION INFORMATION

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act.

The federal law requires state law enforcement agencies to maintain a registry of sexual offenders. In Pennsylvania the Pennsylvania State Police maintain such a registry at the following website: www.pameganslaw.state.pa.us. Convicted sex offenders are required to be registered on this site, as well as provide notice of each higher education institution at which they are employed or enrolled as a student. The law further requires local law enforcement to make specific notifications to institutions of higher education when certain conditions exist. In the event that CCAC receives such notice, a notification may be issued in accordance with the timely warning procedures set forth earlier in this report.

APPENDIX A

Non-Discrimination, Title IX and Equal Education and Employment Opportunity Policy

*reprinted from the Board Policy Manual, available at
https://www.ccac.edu/College_Policies_and_Regulations.aspx*

SECTION	GENERAL INSTITUTION
POLICY NO.	II.01
TITLE	Non-Discrimination, Title IX and Equal Education and Employment Opportunity
APPROVAL DATE	10/02/2014
REVISION DATE(S)	6/2/2016

The College and its Board of Trustees are committed to the principle of equal opportunity in education and employment for all. The College believes that creating, supporting and sustaining a diverse community will prepare its students to be effective in the world outside of CCAC.

NON-DISCRIMINATION STATEMENT

The College does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Harassment that is based on any of these characteristics, whether in verbal, physical or visual form, constitutes a form of prohibited discrimination. This includes harassing conduct which affects tangible job benefits, unreasonably interferes with an individual's academic or work performance or which creates what a reasonable person would perceive to be an intimidating, hostile or offensive work or educational environment.

Employees, students, third-party vendors and guests may report conduct that is believed to be in violation of this Policy or applicable law by contacting the College's Office of Human Resources, the Title IX Coordinator/Civil Rights Compliance Officer or such other officials as may be designated in other Board policies or administratively issued regulations and procedures. The College prohibits and will not engage in retaliation against any person who in good faith reports a violation of this Policy, provides information in an investigation of a potential violation or otherwise engages in protected activity under the law.

TITLE IX NOTIFICATION

It is the further policy of the College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender or sex in the College's educational programs and activities, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Campus Sexual Violence

Elimination Act (SaVE Act). Conduct prohibited under Title IX, the Clery Act and the SaVE Act includes sexual harassment, sexual misconduct and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking. In furtherance of this Policy, the College will designate a Title IX Coordinator whose responsibilities will include overseeing the College's response to Title IX reports and complaints and identifying and addressing patterns or systemic issues revealed by such reports and complaints. With the exception of staff designated by the College to provide confidential professional counseling services to victims of such conduct, College employees are required to inform the Title IX Coordinator of incidents or suspected incidents of sex or gender discrimination, sexual harassment, or sexual violence against a student, employee, vendor or guest of which they become aware.

Questions or complaints regarding Title IX issues may be directed to the College's Title IX Coordinator or the United States Department of Education's Office of Civil Rights as follows:

CCAC Civil Rights Compliance Officer/Title IX Coordinator

808 Ridge Avenue
Byers Hall – Room 317
Pittsburgh, PA 15212
Telephone: 412.237.4535
Email: smisra@ccac.edu

Office for Civil Rights

US Department of Education, Philadelphia Office

100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Facsimile: 215.656.8605
Telephone: 215.656.8541
Customer Service Hotline #: (800) 421-3481
Email: OCR.Philadelphia@ed.gov
Web: <http://www.ed.gov/ocr>

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

The College recognizes its responsibility to provide academic and nonacademic services and programs equally to individuals with and without disabilities. To this end, the College will provide reasonable accommodations for qualified students and employees with identified disabilities consistent with the requirements of the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act, and other federal, state and local laws and regulations.

The College will maintain an Office of Supportive Services at each campus location to receive, review, and evaluate requests from students who require an accommodation with respect to their educational program. The College's Civil Rights Compliance Officer/Title IX Coordinator will have overall responsibility for coordinating disability services across all College campus locations. Contact information for these resources is as follows:

CCAC Civil Rights Compliance Officer/Title IX Coordinator

808 Ridge Avenue
Byers Hall – Room 317
Pittsburgh, PA 15212
Telephone: 412.237.4535
Email: smisra@ccac.edu

Boyce Campus

Director, Disability Services

North Wing–Room N560
Telephone: 724.325.6604
TTY: 724.325.6733

Allegheny Campus
Director, Disability Services
Library Building–Room 114
Telephone: 412.237.4612
TTY: 412.237.4552

North Campus
Director, Disability Services
Room 1008
Telephone: 412.369.3649
TTY: 412.369.4110

South Campus
Director, Disability Services
Building B–Room 311
Telephone: 412.469.6207
TTY: 412.469.6005

The College’s Office of Human Resources is designated to receive, review and evaluate employee requests for accommodations in the workplace due to an identified disability.

DELEGATION OF AUTHORITY

The Administration shall develop, implement and maintain procedures which ensure that all aspects of the College’s operations comply with the requirements of this Policy and applicable law. This authority includes the development of procedures that provide for the prompt, fair and impartial investigation and resolution of Title IX complaints, the availability of protective measures and accommodations to individuals who report violations of Title IX, appropriate sanctions for individuals determined to have engaged in prohibited conduct and the delivery of prevention and awareness education to students, employees and other members of the College community.

The College’s Office of Human Resources and Office of Institutional Diversity and Inclusion shall be jointly responsible for developing and providing Title IX and unlawful harassment prevention and awareness training to both students and new and current employees, and for disseminating this Policy and its requirements to the College community on an annual basis.

REFERENCES

Board Policy II.02 – Unlawful Harassment
Civil Rights Complaint Procedure
Employee Manual
Student Handbook
Student Code of Conduct

Unlawful Harassment Policy

*reprinted from the Board Policy Manual, available at
https://www.ccac.edu/College_Policies_and_Regulations.aspx*

SECTION	GENERAL INSTITUTION
POLICY NO.	II.02
TITLE	UNLAWFUL HARASSMENT
APPROVAL DATE	2/19/1996
REVISION DATE(S)	6/2/2016

PURPOSE

The College is committed to providing a safe working and learning environment for all members of the College community. To that end, the unlawful harassment of employees, students and/or third parties working at or visiting the College is expressly prohibited and will not be tolerated.

Unlawful harassment consists of unwelcome conduct, whether verbal, written, physical or graphic, that is based upon an individual's race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law, and which: (1) is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or hostile working or learning environment; (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or education opportunities.

SEXUAL HARASSMENT

Sexual harassment is a form of prohibited unlawful harassment, and consists of unwelcome sexual advances, requests for sexual favors or other verbal, written, graphic or physical conduct of a sexual nature, when:

1. Submission to such conduct is either implicitly or explicitly made a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Sexual harassment may take many forms, including deliberate or careless use of offensive, vulgar or demeaning terms connected with a person's gender or sexual orientation; sexually suggestive comments, compliments, jokes, innuendos, questions or flirtations; offensive or sexually suggestive objects, graffiti, pictures, or graphic displays; sexual gestures or unwanted touching; pressuring or asking an individual for dates or sexual favors; or any other conduct that has the effect of unreasonably interfering with an individual's ability to work or learn.

Romantic Relationships

Romantic relationships in the workplace or within the educational environment also raise concerns for the College community, particularly in cases in which one party to the relationship possesses supervisory or evaluative authority over the other or may reasonably be perceived to possess such authority. Given the power differentials between the parties, such relationships carry the inherent risk that the subordinate employee or student will be determined to have lacked the ability to provide effective consent to the relationship. In addition, the existence of such relationships may raise questions regarding the academic and operational integrity of the supervisor's decisions, create actual or perceived conflicts of interest relative to the parties' interactions with fellow students and/or co-workers, and create the potential for sexual harassment and retaliation charges. In light of these concerns, and in the interest of mitigating the risks inherent to such relationships, the following requirements will apply:

- No employee shall be permitted to date or engage in a romantic or sexual relationship with an employee that s/he supervises, whether directly or indirectly.
- No employee shall be permitted to date or engage in a romantic or sexual relationship with a student that s/he supervises or evaluates, or with respect to whom s/he provides professional services or for whom s/he may have any foreseeable professional responsibility, authority or influence. Examples of prohibited relationships include but are not limited to instructor/current student, work study student/supervisor, advisor/advisee, tutor/student, coach/athlete and administrator/student.
- If employees choose to enter into a consensual dating or romantic relationship with each other and one party has supervisory responsibilities over the other, it shall be the responsibility of the senior person to report the relationship to his/her supervisor and to the Human Resources Office at the onset of the relationship. In such situations, the College may transfer one or both employees or take such other action as may be necessary to eliminate the conflict.
- If employees choose to enter into a consensual dating or romantic relationship with each other and neither party has any direct or indirect supervisory authority over the other, it shall be the responsibility of both employees to immediately report the existence of the relationship to their respective supervisor(s) and the Human Resources Office at the onset of the relationship. In the event it is determined that the relationship creates or would foreseeably create a distraction in the workplace or interfere with the productivity and efficiency of the employees in question and/or their other co-workers, the College may transfer one or both employees or take such other action as may be necessary to eliminate the disruption.

- Employees who are contemplating entering into a romantic relationship with an individual who is enrolled as a student at the College, but whom the employee does not evaluate or supervise, are required to notify their supervisor prior to entering into or commencing any relationship. The College reserves the right to transfer the employee or to take such other action as may be necessary to eliminate any potential for the employee to be in a position to supervise, evaluate, exercise authority over or otherwise influence the student or any academic, financial or employment-related decisions that may affect the student.

REPORTING VIOLATIONS

Employees, students, third-party vendors and guests may report conduct that is believed to be in violation of this Policy to the College's Office of Human Resources, the Title IX Coordinator/Civil Rights Compliance Officer, or such other officials as may be designated in other Board policies or administratively issued regulations and procedures. Employees must promptly report acts of unlawful harassment that they witness or of which they become aware. The College prohibits and will not engage in retaliation against any person who in good faith makes a report of unlawful harassment, provides information in connection with the investigation of a report or complaint of unlawful harassment, or who otherwise engages in protected activity under the law.

All complaints and reports of unlawful harassment shall be promptly investigated, and appropriate and necessary corrective action will be taken to prevent its recurrence. Confidentiality of all parties shall be maintained to the fullest extent possible under the circumstances, consistent with the College's legal and investigative obligations.

Substantiated violations of this Policy will result in disciplinary action, up to and including termination of employment or, in the case of students, expulsion from the College, in accordance with procedures and due process rights provided under applicable law, College policies and collective bargaining agreements.

DELEGATION OF AUTHORITY

The Administration shall implement and maintain regulations and procedures which ensure that all aspects of the College's operations comply with the requirements of this Policy and applicable law. This authority includes, but is not limited to, the development of procedures that provide for the prompt, fair and impartial investigation and resolution of unlawful harassment complaints; the availability of protective measures and accommodations to individuals who report violations of unlawful harassment; and the imposition of appropriate sanctions for individuals determined to have engaged in prohibited conduct.

The College's Human Resources Office and Office of Institutional Diversity and Inclusion shall be jointly responsible for developing and providing sexual and unlawful harassment prevention and awareness training to both students and new and current employees, and for disseminating this Policy and its requirements to the College community on an annual basis.

REFERENCES

Board Policy II.01 – Non-Discrimination, Title IX and Equal Education and Employment Opportunity
Board Policy II.05 – Reporting Policy Violations
Civil Rights Complaint Procedure
Employee Manual

APPENDIX B

Civil Rights Complaint Procedure

reprinted from CCAC Administrative Regulation Manual, available at:
https://www.ccac.edu/College_Policies_and_Regulations.aspx
<https://www.ccac.edu/TitleIX.aspx>

<i>Policy Reference(s):</i>	II.01; II.02
<i>Responsible Department(s):</i>	Office of Institutional Diversity & Inclusion; General Counsel
<i>Approval Date:</i>	9/25/2015
<i>Revision Date(s):</i>	8/15/2016

CCAC NON-DISCRIMINATION POLICY:

The College does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Harassment that is based on any of these characteristics, whether in verbal, physical or visual form, constitutes a form of prohibited discrimination. This includes harassing conduct which affects tangible job benefits, unreasonably interferes with an individual's academic or work performance or which creates what a reasonable person would perceive to be an intimidating, hostile or offensive work or educational environment.

It is further the Policy of the College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender or sex in the College's educational programs and activities, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Campus Sexual Violence Elimination Act (SaVE Act). Conduct prohibited under Title IX, the Clery Act and the SaVE Act includes sexual harassment, sexual misconduct and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking.

SCOPE OF PROCEDURE:

The Community College of Allegheny County has adopted these internal grievance procedures in order to provide for the prompt, fair and impartial investigation and resolution of complaints alleging discrimination, harassment and/or retaliation in violation of College Policy and/or federal, state or local civil rights laws, including those laws enforced by the U.S. Department of Education, Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC):

- **Title VI** of the Civil Rights Act of 1964 prohibits Discrimination on the basis of race, color and national origin.
- **Title IX** of the Education Amendments of 1972 prohibits Discrimination on the basis of sex/gender; including sexual misconduct, sexual harassment and/or sexual violence.

- **Section 504** the Rehabilitation Act of 1973 prohibits Discrimination on the basis of disability.
- **Age Discrimination Act** of 1975 prohibits Discrimination on the basis of age.
- **Title VII** of the Civil Rights Act of 1964 (governed by U.S. Dept. of Labor), as it relates to employment.
- **Title II** of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public entities, whether or not they receive federal financial assistance).
-

This Procedure is available and applicable to all members of the College community:

Students, Employees, Guests and Independent Contractors/Third-Party Vendors.

The types of prohibited behavioral misconduct that are covered by these Procedures described herein include, but are not limited to:

- **Discrimination** on the basis of actual or perceived membership in a protected class
- **Harassment** on the basis of actual or perceived membership in a protected class
- **Bullying** on the basis of actual or perceived membership in a protected class
- **Hazing** on the basis of actual or perceived membership in a protected class
- **Intimidation** on the basis of actual or perceived membership in a protected class
- **Sexual Misconduct Offenses:**
 1. Sexual Assault
 2. Sexual Harassment
 3. Domestic Violence
 4. Dating Violence
 5. Sexual Exploitation
- **Stalking** on the basis of actual or perceived membership in a protected class
- **Cyber-bullying, cyber-stalking** and/or **cyber-harassment** on the basis of actual or perceived membership in a protected class

Additional actions that are covered under this Procedure include, but are not limited to:

- **Denial** of reasonable accommodations for individuals with documented disabilities
- **Denial** of reasonable accommodations for pregnant students or employees
- **Not Honoring** dedicated attendance procedure for pregnant students (see page 16)

This Procedure **does not** apply to academic complaints, with the following exceptions:

- Complaint alleges that an academic decision was determined as a result of discrimination and/or harassment
- Complaint alleges that an individual was denied participation in an academic program or activity due to discrimination and/or harassment
- Complaint alleges that discrimination and/or harassment impacted or altered an individual's ability to perform academically

PROCEDURAL JURISDICTION:

This Procedure applies to conduct that takes place in the following:

- Campuses and centers (inclusive of parking lots and grounds)
- Office of College Services (OCS)
- Any activity that is sanctioned, organized or coordinated by the College, on or off campus, including but not limited to:
 - Clinicals, internships and externships
 - Study abroad programs
 - Community activities
 - Off campus sites offering non-credit classes and/or programs

DEFINITIONS:

- **Complainant(s)**—is a person who is subject to alleged protected class discrimination, harassment or related retaliation.
- **Respondent(s)**—is a person whose alleged conduct is the subject of a complaint.
- **Discrimination**—actions that deprive members of the College community of educational, extracurricular (including athletics) or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class.
- **Harassment**—acts of systematic and/or continued unwanted actions of one party or a group, including verbal abuse, threats and demands.
- **Bullying**—repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
- **Intimidation**—implied threats or acts that cause an unreasonable fear of harm in another.
- **Stalking**—repeatedly following or committing other acts upon a person with intent to place the person in reasonable fear of bodily injury, or otherwise cause the person substantial emotional distress.
- **Sexual Assault**—a person engaging in sexual intercourse or deviate sexual intercourse with another person without their consent; includes rape, fondling, grabbing someone sexually, sexual harassment, stalking, domestic and dating violence and many other behaviors.
- **Sexual Harassment**—unwelcome, gender-based verbal or physical conduct is sufficiently severe, pervasive and objectively offensive that unreasonably interferes with or deprives someone of educational or employment access, benefits or opportunities.

Three (3) types of Sexual Harassment:

1. **Hostile Environment Sexual Harassment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the terms or conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
2. **Quid Pro Quo Sexual Harassment** exists when there are: unwelcome sexual advances,

requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.

3. Retaliatory Harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

- **Domestic Violence**—one or more of the following acts occurring between family or household members, sexual or intimate partners or people who have a child in common: purposefully or recklessly causing or attempting to cause bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault, incest or false imprisonment.

As used herein, the phrase "family or household members" refers to current or former spouses, persons who live or have lived as spouses, parents and children, other persons related by blood or marriage, current or former intimate or sexual partners or persons who have a child in common.

- **Dating Violence**—abusive behavior or a pattern of abusive behaviors used to exert power and control over a dating partner. Whether such a relationship exists will be gauged by the length, type and frequency of interaction between the partners.
- **Sexual Exploitation**—behavior that takes non-consensual or abusive sexual advantage of another for the abuser's advantage or benefit, or to benefit or advantage anyone other than the one being exploited, examples are, but not limited to:
 - prostituting another student;
 - non-consensual video or audio-recording of sexual activity;
 - going beyond the boundaries of consent (such as letting your friends hide to watch you having consensual sex);
 - engaging in peeping behaviors;
 - knowingly transmitting an STI or HIV to another student.
- **Consent**—knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior or coercion. If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this Procedure. Use of alcohol or other drugs will never function to excuse behavior that violates this Procedure.
- **Reasonable Accommodation for Students**—approved modifications of programs, appropriate academic adjustments or auxiliary aids that enable them to participate in and

benefit from all educational programs and activities, unless to do so would cause undue hardship.

- **Reasonable Accommodation for Employees**—any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions, unless to do so would cause undue hardship.

GUIDANCE ON REPORTING A COMPLAINT:

Prompt reporting is encouraged, because facts often become more difficult to establish as time passes. The College will take prompt and appropriate action in response to all reports in order to end the conduct, prevent its recurrence and address its effects. The ability of the College to take disciplinary action against the Respondent is limited if the Respondent is no longer a member of the College community. If the Respondent is a staff member, faculty member or student and leaves the College with a pending complaint, the Respondent will not be permitted to return to the College until the complaint is resolved through this complaint procedure.

Due to the potential severe nature of discrimination and/or harassment issues, the Complainant does not have to address the issue directly with the Respondent and/or with the Respondent’s supervisor (if applicable), as the initial means of resolution.

Civil Rights complaints can be submitted initially in the form of a verbal statement or written complaint. If the complaint progresses to a formal phase, a written statement will be required. If the Complainant does not want to submit a written statement, the Civil Rights Compliance Officer can prepare a statement of facts which is approved by the Complainant. A **Civil Rights Violation Complaint Form** is available for written statements (Appendix A).

- **Students:**

Any student (credit or non-credit) can report misconduct (described above) directly to the Civil Rights Compliance Officer, who is designated as the Title IX and ADA/504 Coordinator for the College. Students can also report misconduct to the Dean of Student Development at the student’s home campus, without fear of retaliation.

- **Employees:**

Any employee (faculty, staff or administrator) can report misconduct (described above) directly to the Civil Rights Compliance Officer, the Director and/or Vice President of Human Resources and/or their direct supervisor without fear of retaliation.

- **Guests and Independent Contractors/Third-Party Vendors:**

Any guest or independent contractor/third-party vendor can report misconduct to the Civil Rights Compliance Officer and/or to the Office of Human Resources directly.

If a complaint is reported initially to an administrator, other than the Civil Rights Compliance Officer, that administrator has an obligation to notify the Civil Rights Compliance Officer within 48

hours. If the Complainant wants to lodge a complaint against one of the above mentioned Reporting Agents, then the Complainant should report to one of the alternative Reporting Agents.

The College prohibits and will not engage in retaliation against any person who in good faith reports a violation, makes a complaint or provides information in connection with the investigation of a complaint made under this Procedure.

MANDATORY EMPLOYEE REPORTING RESPONSIBILITY:

All College employees, including faculty, staff and administrators are required to report any incidences of sexual misconduct or other potential civil rights violations, as described above, of which they become aware, either directly or through a third-party, to the Civil Rights Compliance Officer. Reports should be made in a timely manner, 24-48 hours. The College is required to conduct a prompt, thorough and impartial investigation of sexual misconduct and other civil rights violations regardless of whether or not a formal complaint is filed. Failure to report can result in disciplinary action, up to and including termination.

REPORTING AGENTS' CONTACT INFORMATION:

Sumana Misra-Zets, Civil Rights Compliance Officer/Title IX Coordinator

Allegheny Campus, Byers Hall 316

808 Ridge Avenue
Pittsburgh, PA 15212

412.237.4535

smisra@ccac.edu

Vanessa Love, Civil Rights Investigator

Allegheny Campus, Byers Hall 317

808 Ridge Avenue
Pittsburgh, PA 15212

412.237.4542

acarter@ccac.edu

Kim Manigault, Vice President of Human Resources

Office of College Services, Suite 110

800 Allegheny Avenue
Pittsburgh, PA 15233

412.237-3001

kmanigault@ccac.edu

Dean of Student Development

Allegheny Campus, SSC 360

808 Ridge Avenue
Pittsburgh, PA 15212

412.237.2520

rwilson@ccac.edu

Yvonne Burns, Dean of Student Development

Boyce Campus, S571

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yburns@ccac.edu

Mary Lou Kennedy, EdD, Dean of Student Development

North Campus, N3019

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412.369.3654

mkennedy@ccac.edu

Kelli Maxwell, PhD, Dean of Student Development

South Campus, B343

1750 Clairton Road
West Mifflin, PA 15122

412.469.6201

kmaxwell@ccac.edu

COMPLAINT INTAKE & PROCESSING:

Informal Phase:

- Following the receipt of a verbal or written complaint, the Civil Rights Compliance Officer will contact the Complainant and acknowledge receipt of notice, within three (3) business days and schedule a fact-finding meeting with the Complainant.
- The Civil Rights Compliance Officer, in conjunction with appropriate administrators (dependent upon the position/status of the Complainant and Respondent) will assess the complaint to determine whether resolution can be achieved through informal measures, such as conflict resolution, mediation and/or educational/training sessions.
- Normally, within seven (7) business days, an initial determination will be made whether a Policy violation may have occurred and/or whether informal measures might be appropriate. If the complaint does not appear to allege a Policy violation or if conflict resolution is desired by the Complainant, and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to the formal phase. To make this determination, preliminary investigative sessions may be required with the Complainant, Respondent and identified witnesses.
- **Conflict Resolution & Mediation** are often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Civil Rights Compliance Officer, in conjunction with appropriate administrators will be responsible for facilitating a dialogue and/or an educational session for the Complainant and Respondent, either separately or collectively. Failure to abide by

the accord can result in appropriate responsive actions and progression to the formal phase. At any time during the informal phase, any party—Complainant, Respondent or facilitator—can stop the process and advance the complaint to the formal phase.

- **Complaints alleging sexual misconduct will proceed directly to the formal phase.** Informal resolution measures are not appropriate for these types of serious offenses.

Formal Phase:

- If after initial assessment of a complaint, the Civil Rights Compliance Officer, in conjunction with other appropriate administrators, determines that the complaint alleges a possible conduct and/or Policy violation, the complaint will move forward to the formal phase.
- The College is required to internally investigate all Civil Rights complaints, even in the event of a separate external criminal investigation.
- Interim measures to prevent continued discrimination or harassment will be considered and implemented during the investigation period as deemed appropriate. Examples include, but are not limited to: no contact order between the Complainant and Respondent, restrictions from areas of campus, provision of an escort to ensure safety in class and during activities, appropriate changes in academic schedules and/or temporary suspension. Failure to adhere to the parameters of any interim measures is a violation of Policy and may lead to additional disciplinary action.
- The College may suspend a student, employee or organization on an interim basis pending the completion of an investigation. Decisions of suspension, including conditions and duration will depend on the severity of the alleged misconduct and/or if possible pattern of behavior by Respondent exists. Violation of an interim suspension under these Procedures will be grounds for expulsion or termination. An interim suspension of a student or paid leave of absence for an employee may be imposed:
 - in instances where it is determined that the Respondent poses a potential threat to another
 - to ensure the safety and well-being of members of the College community and/or the preservation of College property
 - to ensure the Respondent's own physical or emotional safety and well-being
 - if the Respondent poses a threat of disruption or interference with the normal operations of the College
 - during an interim suspension/paid leave of absence the individual or organization may be denied access to campus, campus facilities and/or all other College activities or privileges for which the Respondent might otherwise be eligible, as the College determines appropriate

When an interim suspension/paid leave of absence is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

- The Civil Rights Compliance Officer will initiate and conduct an investigation, in conjunction with appropriate administrators (dependent upon the status of the Complainant

and Respondent).

- The investigation shall include, but is not limited to, providing the Complainant and the Respondent the opportunity to state their positions, interviewing witnesses and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally thirty (30) days.
- If the Respondent admits the violation(s), the Civil Rights Compliance Officer, in conjunction with appropriate administrators, will impose appropriate sanctions. Such a disposition will be final and there will be no subsequent proceedings, unless the sanctions include suspension or expulsion. In that case, the Respondent may request a hearing by the Civil Rights Hearing Board (CRHB) (see below for details on the proceedings of this committee). Hearings shall be limited to the issue of sanctions.
- If the Civil Rights Compliance Officer and appropriate administrators determine that disciplinary action should be instituted against an employee Respondent, the employee will be entitled to all due process rights available to the employee under applicable Collective Bargaining Agreements and/or College Policies.

POSSIBLE SANCTIONS:

- For Student Respondents:
 1. **Educational Sanctions:** an activity assigned to provide a student the opportunity to review conduct expectations, understand how behavior can contribute to a positive and beneficial College experience and learn of campus/community resources that support academic and non-academic success. Examples may include, but are not limited to: writing a research or reflective paper, attending seminars, taking online educational activities and/or meeting with members of various College offices.
 2. **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any College Policy, Procedure or directive will result in more severe sanctions/responsive actions.
 3. **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any College Policy, Procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, no contact orders and/or other measures deemed appropriate.
 4. **Suspension:** Termination of student status for a definite period of time not to exceed two (2) years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at College. This sanction will be noted as a Suspension on the student's official transcript.
 5. **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events. This sanction will be noted as an Expulsion on the student's official transcript.
 6. **Withholding Diploma:** College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the

student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

7. **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including College registration), for a specified period of time.
 8. **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.
- For Employee Respondents:
 1. **Warning**
 2. **Required Training**
 3. **Demotion**
 4. **Suspension Without Pay**
 5. **Termination**
 6. **Other Actions**
 - If the Respondent does not admit to the violation(s), the complaint will be referred for a hearing. Minor complaints will be referred for an administrative hearing and more serious complaints will be referred to the Civil Rights Hearing Board. The Civil Rights Compliance Officer has discretion to determine the severity of the alleged violation(s) and whether informal or formal hearing procedures will apply. Generally, any misconduct that will result in less than separation is considered minor, and any misconduct that is likely to result in suspension, expulsion or termination is eligible for referral to the Civil Rights Hearing Board (CRHB).

COMPLAINANT REQUEST FOR CONFIDENTIALITY OR NO ACTION:

If at any point the Complainant requests that his/her name or other identifiable information be held confidential with respect to the Respondent or decides not to pursue action by the College, the College will make all reasonable attempts to respond to the complaint consistent with the Complainant's request. However, the College's ability to investigate and respond to the conduct may be limited. Recognizing that the College has a legal obligation to review all reports, the College will weigh the Complainant's request against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same Respondent, the College's commitment to provide a reasonably safe and non-discriminatory environment and the rights of the Respondent to receive notice and relevant information before disciplinary action is taken. If the College determines that it is necessary to proceed with the complaint procedure or implement other appropriate remedies, the Complainant will be notified by the Civil Rights Compliance Officer of the College's chosen course of action.

Information provided by College employees shall be shared with other College employees and law enforcement on a "need to know" basis.

CONFIDENTIAL REPORTING SOURCES (COMMUNITY BASED):

- **Pittsburgh Action Against Rape (PAAR)**
81 S 19th St, Pittsburgh, PA 15203
24-hour confidential hotline: 1-866-END-RAPE (1-866-363-7273)
- **Women’s Center and Shelter of Greater Pittsburgh**
24-hour confidential hotline: 412-687-8005

FEDERAL TIMELY WARNING OBLIGATIONS:

Victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

CIVIL RIGHTS HEARING BOARD (CRHB)

Due to the complex nature of Civil Rights complaints, and the need for on-going training to ensure proper handling of such complaints, a specialized board, known as the CRHB will process formal civil rights complaints (described above).

- The CRHB will be comprised of, but not limited to the following members:
 - one Dean of Student Development
 - one Dean and/or Associate Dean of Academic Affairs
 - one representative from the Office of Human Resources
 - one representative from Campus Safety & Security
 - one representative from Supportive Services
 - one full-time faculty member
 - alternate administrators will also be identified and trained
 - ***STUDENTS CANNOT SERVE ON THE CRHB***

The Civil Rights Compliance Officer will be a non-voting member, responsible for coordination and annual training of the CRHB. Any administrator (listed above) that has participated in the initial investigation of the complaint will not serve on the subsequent hearing board, to ensure impartiality.

- Members of the CRHB will be trained in all aspects of the complaint procedure, and can serve in any of the following roles, at the direction of the Civil Rights Compliance Officer:
 - to investigate complaints in conjunction with the Civil Rights Compliance Officer
 - to serve on hearing panels for Civil Rights complaints
 - to serve on appeal panels for Civil Rights complaints
- **Notification of Charges:** At least one (1) week prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties,

the Civil Rights Compliance Officer will send a letter to the parties with the following information:

- A description of the alleged violation(s), a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
 - The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence (for compelling reasons, the hearing may be rescheduled);
 - Notice that the parties may have the assistance of an adviser of their choice at the hearing. Typically, advisers are members of the College community; however, either party is free to utilize an outside party, including an attorney, as an advisor. Accommodations, including scheduling or rescheduling of interviews or hearings, will not be made for advisers, including attorneys, if the requested accommodation would unduly delay the process. The advisor may not make a presentation or represent the Complainant or Respondent during the hearing. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with the advisee quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the CRHB.
- Once mailed, emailed and/or received in-person, notice will be presumptively delivered.
 - Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by College.
 - **Record of Proceeding**

Proceedings before the CRHB will be recorded. It is not necessary that a certified court reporter be used in the proceedings. An audio recording or minutes of the proceedings will be sufficient. In the event a transcript of the proceedings is requested, the person so requiring will pay the cost of reproduction.

- **Respondent's Prior Conduct History:** The Civil Rights Compliance Officer and/or CRHB may consider information about previous behavior and/or complaints regarding the Respondent if:
 1. The Respondent was previously found to be responsible for a similar violation;
 2. The previous incident was substantially similar to the present allegation, even if the individual was not found responsible for a violation; or
 3. The information indicates a pattern of behavior by the Respondent and substantial conformity with the present allegation.

A Respondent's prior conduct will be taken into consideration by the CRHB (when applicable) or when determining what sanction(s) to recommend or impose.

- **Decisions:** The CRHB will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the violation(s) in question. The CRHB

will base its determination on a **preponderance of the evidence** (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an individual Respondent or organization is found responsible by a majority of the CHRHB, they will recommend appropriate sanctions to the Civil Rights Compliance Officer.

The Chair will prepare a written deliberation report and deliver it to the Civil Rights Compliance Officer, detailing the finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the CRHB excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Civil Rights Compliance Officer within two (2) business days of the end of deliberations.

- The Civil Rights Compliance Officer will inform the Respondent and Complainant of the final determination within two to three (2-3) business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Sanctions or responsive actions will be determined by the CRHB. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous complaints or allegations involving similar conduct;
- Any other information deemed relevant by the CRHB;
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation;
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the victim and the community.

APPEALS PROCESS:

The Complainant or Respondent can request an appeal of the case in instances where they are dissatisfied with the resolution. The Request for Appeal must be submitted in writing to the Civil Rights Compliance Officer within five (5) business days following the receipt of the CRHB decision.

Appeals will only be considered under the following:

- To consider new information, unavailable during the original hearing, that could be outcome determinative;
- To assess whether a material deviation from written procedures impacted the fairness of the review;
- To decide if a sanction(s) is grossly disproportionate to the severity of the offense;
- To determine that the finding does not accord with the information presented at the hearing;

- To assess whether bias or conduct on the part of a member of the CRHB deprived the process of impartiality.

An appeal is not a rehearing, though witnesses may be called or parties questioned as necessary. The reviewing body will be deferential to the original decision maker, making changes to the finding only where there is clear error and to the sanction only if a compelling justification to do so exists.

Appeals will be heard by the CRHB. Members of the CRHB Appeals Committee will be different individuals than those who served during the original hearing, to ensure impartiality.

The decision of the CRHB at the Appeals phase is final. There are no further levels of appeal.

NOTIFICATION OF OUTCOMES:

A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Civil Rights Compliance Officer and copies forwarded to the Complainant and Respondent. Any finding will be based on whether evidence shows it is more likely than not (Preponderance of the Evidence) that the alleged behavior violated CCAC Policies.

The outcome and sanctions of a civil rights investigation can become part of the educational record or the employment record of a Respondent. This information will not be further released or disclosed except to the extent required or authorized by applicable law. Circumstances under which such information may be released or disclosed include, but are not limited to, the following:

- Complainants in sexual misconduct and sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation for students and/or employees.
- The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a College Policy that constitutes a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/ vandalism of property and kidnapping/abduction.

TIME FRAME:

The College seeks to resolve all reports within sixty (60) days of the initial report. Extenuating circumstances may arise that require the extension of time frames, including extension beyond sixty (60) days if the proceedings can be concluded in a reasonably prompt timeframe thereafter. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved the availability of the parties or witnesses or other unforeseen circumstances. In the event that the process exceeds these time frames, the College will notify the Complainant and Respondent of the reason(s) for the delay and the expected adjustment in time frames. Timelines set forth herein may also be extended upon mutual agreement of the parties.

STATEMENT OF COMPLAINANT’S RIGHTS:

- To be treated with respect by College officials.
- Interim measures to prevent continued discrimination, harassment or retaliation, if deemed necessary.

- To be free from retaliation.
- To have complaints heard in substantial accordance with these Procedures.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible.

STATEMENT OF RESPONDENT’S RIGHTS:

- To be treated with respect by College officials.
- To have complaints heard in substantial accordance with these Procedures.
- To be free from retaliation.
- To be informed of the outcome/resolution of the complaint and the rationale for the outcome, in writing.

FALSE REPORTING:

It is a violation of College Policy to file a knowingly false or malicious complaint of an alleged Civil Rights violation. A false report will result in disciplinary action. A complaint filed in good faith under this provision will not result in disciplinary action.

RETALIATION:

Civil Rights laws and College Policies strictly prohibit retaliation against any person for using this Complaint Procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of discrimination and/or harassment. Any person who violates this Policy will be subject to discipline, up to and including termination of an employee and/or dismissal of a student.

- Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, retributive or violent that occurred in connection to the making and investigation of the complaint.
- No person shall retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising their rights and responsibilities under this Procedure.
- Any person who feels that they are a victim of retaliation should contact the Civil Rights Compliance Officer immediately.

DOCUMENTATION:

The College shall maintain documents related to complaints under this Procedure as required by law. The Civil Rights Compliance Officer shall be primarily responsible for records related to all Civil Rights complaints and in accordance with *Board Policy II.08, Records Management*.

REPORTING OPTIONS OUTSIDE OF THE COLLEGE:

The College's Complaint Procedures are administrative in nature and are separate and distinct from the criminal and civil legal systems. The College encourages individuals to pursue whatever remedies are available to them, through internal or external complaint resolution processes. The following external agencies may also receive and investigate complaints of civil rights violations:

- **PA Human Relations Commission (PHRC)**
Pittsburgh Office
300 Liberty Ave, Pittsburgh, PA 15222
(412) 565-5395
- **US Department of Education Office for Civil Rights (OCR)**
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481 | Facsimile: (202) 453-6012
TTY#: (800) 877-8339 | Email: OCR@ed.gov | Web: <http://www.ed.gov/ocr>
- **Equal Opportunity Employment Commission (EEOC)**
Pittsburgh Office
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
1-800-669-4000

REPORTING TO THE POLICE:

In cases involving potential criminal misconduct, including acts of sexual violence, the College encourages individuals to report the conduct to the law enforcement agency which has jurisdiction over the location where the incident occurred. If the conduct is reported to the College, the individual will be informed of their option to also report any potential criminal activity to the police. Members of the College Security Offices are available to assist the Complainant in contacting the police.

The Procedures described above will apply to all complaints involving students, staff or faculty members (with the exception that unionized or other categorized employees will be subject to the terms of their respective Collective Bargaining Agreements to the extent those Agreements do not conflict with federal or state compliance obligations). Redress and requests for responsive actions for complaints brought against non-members of the community, such as guests and independent contractors/third-party vendors, are also covered by these Procedures.

ATTENDANCE PROCEDURE FOR PREGNANCY & PREGNANCY RELATED CONDITIONS:

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the absences are determined to be medically necessary. Students will be provided with the opportunity to make up any work missed as a result of such absences, if possible. The College may also offer the student

alternatives to making up missed work, such as but not limited to, retaking a semester, taking part in online instruction or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information or requests for accommodations, students should inform their instructor(s) and/or contact the Civil Rights Compliance Officer/Title IX Coordinator, at 412.237.4535 or smisra@ccac.edu.

Procedure developed by Sumana Misra-Zets,
Civil Rights Compliance Officer
(Designated as the Title IX and ADA/504 Coordinator for the College)
adapted from the NCHERM/ATIXA Model Policy & Procedure for Civil Rights Equity

Some of the language may be proprietary and copyrighted. It is licensed to the college for its use and publication, but all other uses and copying are prohibited without express permission from NCHERM Center for Higher Education Risk Management (www.ncherp.org).

CCAC Civil Rights Violation Complaint Form

If you believe that you have been the victim of discrimination and/or harassment based on a protected classification: race/ethnicity, gender/sex, age, and or disability status complete this complaint form.

The College may be obligated to investigate even without your formal, written complaint.

Date of Complaint: _____

Name (Complainant): _____ ID# _____

Contact Information: _____

Check One: Employee ___ Student ___ 3rd Party Vendor ___ Guest/Visitor ___

If you are not the victim, please include their name(s) _____

Is victim an employee, student, authorized volunteer, or guest/visitor?

Check One: Employee ___ Student ___ 3rd Party Vendor ___ Guest/Visitor ___

Name(s) of who you believe committed the alleged act(s) (Respondent): _____

Is person an employee, student, authorized volunteer, or guest/visitor?

Check One: Employee ___ Student ___ 3rd Party Vendor ___ Guest/Visitor ___

Please describe the alleged incident(s), and when and where it occurred. Also, please attach any supporting documentation and evidence. If more space is necessary, please continue your comments on the back of this form, or on a separate sheet of paper.

Identify all individuals with knowledge of the conduct about which you are complaining.

Acknowledgement:

I, _____, am willing to cooperate fully in the investigation of my complaint and will provide all information in my possession, custody or control which the College may reasonably request in connection with its investigation. I affirm that the information I am providing is true and correct to the best of my knowledge. I understand that my statements and the information that I am providing may be attributed to me and could be included in any investigation reports that are prepared. I also understand that this investigation is confidential and for me to disclose any information that I have obtained during the course of this investigation could interfere with the investigation. I also understand that if I do not fully cooperate, decisions will be made based on the best information available to the College.

Signature _____ Date _____

Witness _____ Date _____