

STAYING SAFE AT FRANKLIN & MARSHALL

Franklin & Marshall College is pleased to comply with state (The College and University Security Information Act [PA Act 73, 1988]) and federal (The Student Right-to-Know and Campus Security Act of 1990 [Public Law 101-542]) laws requiring that colleges make security information and campus crime statistics available to all prospective and current students and employees. This booklet summarizes crime prevention policies and refers the reader to the sources of the complete policies. Campus crime statistics, if not enclosed in this booklet, are available from the Department of Public Safety. This booklet is updated and published annually by the Office of College Communications, in cooperation with the Department of Public Safety.

Description of the College

Franklin & Marshall's campus is in a residential neighborhood one mile west of downtown Lancaster. It is an "open" campus with no walls or fences. In the fall of 2006, Franklin & Marshall enrolled about 2,028 undergraduate students, and employed 241 full-time faculty and 529 full-time & part-time staff and administrators. The College encourages students and employees to be responsible for their own security and for the security of others.

Department Of Public Safety

Authority and Jurisdiction

The Department of Public Safety maintains the College's safety and security through 24-hour service and patrol to enhance the quality of life at Franklin & Marshall College. The Department of Public Safety consists of Director Maureen Kelly, public safety supervisors, officers, an investigator and dispatchers who derive their police powers from Pennsylvania Statute Title 22, Section 501. The Department of Public Safety has complete police authority to apprehend and arrest anyone involved in illegal acts within its jurisdiction, which includes the entire

main campus, areas immediately adjacent to the campus, and all other properties owned and operated by Franklin & Marshall College.

Department personnel come from different backgrounds in the law enforcement and security field. Officers in the Department have completed various types of training to include PA Act 120 police academies, military police academies, out of state and local campus police academies. Personnel are trained locally in patrol procedures, selective enforcement, educational principles, law and legal matters, Department policy and procedures and local College rules and regulations. Training is also completed by all officers in the Use of Force, Defensive Tactics, Oleoresin Capsicum (OC) spray, handcuffing/restraint techniques and the PR-24 Police baton. All officers are required and mandated by law to attend and complete Pennsylvania state requirements for Act 235, Lethal Weapons Training.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the Dean of Students for any action or follow-up that may be required. Public Safety may

also refer any minor offences involving College rules and regulations committed by College student to the individual responsible for College disciplinary action.

Major offenses such as murder, sexual assault, aggravated assault, robbery, and auto theft are reported to the local police and joint investigative efforts with investigators from Department of Public Safety and the city police are deployed. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either District Justice's office, or County Court House. Department of Public Safety personnel work closely with local, state, and federal police agencies and have direct radio communication with the City Police Department on the county radio network. The Department of Public Safety is now also a part of the Lancaster County Communications system and may receive or send calls directly

Public Safety also serves a variety of other functions, including responding to all medical emergencies, alarm calls, administering campus parking policies, and providing information to College guests. The office, open 24 hours a day, 365 days a year, is located in Marshall Hall. For additional information please visit the Public Safety website at <http://www.fandm.edu/publicsafety.xml>.

Criminal Records Checks

Franklin & Marshall conducts a federal and state criminal background check, at the College's expense, for all newly hired members of the professional staff and College volunteers. All temporary, part-time, full-time, and unpaid (volunteer) professional staff appointments are contingent upon satisfactory completion of a criminal records check. Such checks are conducted immediately upon hire and before the new staff member / volunteer may begin working on campus.

Criminal record reports for part-time personnel employed within the Floyd Institute are maintained by the Office Manager, Floyd Institute.

Access To Facilities

During business hours, the College (excluding housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to all College facilities is by key, FOB device, if issued, or by admittance via the Department of Public Safety. During extended closing periods, the College will admit only those who are working with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Alumni Sports and Fitness Center, and college libraries and businesses. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic are subject to security surveys conducted of them. Administrators from the Department of Public Safety, Facilities and Operations, and other appropriate areas review these results. The surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities and Operations, Office of College Housing Administration, and the Department of Public Safety meet weekly to discuss issues of pressing concern.

Visitors seeking access to a building for a special event are granted access only by an individual host, a sponsoring department, the Department of Public Safety, or the College reservation system. Service providers (e.g., maintenance workers, locksmiths) visiting the campus are required to report to Facilities and Operations, where their identity is independently verified prior to being issued an ID badge. Students and employees must carry College photo identification cards at all times and must show identification cards to College officials and Public Safety officers upon request.

Crime Prevention and Safety

Awareness Programs

During orientation students are informed of services offered by the Franklin & Marshall Department of Public Safety. Presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees at scheduled meetings throughout the year.

Crime Prevention Programs, Emergency Preparedness Programs and Sexual Assault Prevention Programs are offered on a continual basis. Periodically during the academic year the Department of Public Safety, in cooperation with other College organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), drug abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security. Courses such as CPR, first aid, Rape Aggression Defense (R.A.D.), Street Smart Self-Defense, and Work Place Violence training are periodically offered to students and employees. For a current list of programs available or to request a program please visit our website at <http://www.fandm.edu/publicsafety.xml>.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alerts, and articles and advertisements in “The College Reporter”, which is the campus student newspaper. When time is of the essence, information is released to the College community through timely “Campus Alert” messages posted prominently throughout campus or through computer memos sent over the College’s electronic mail system.

Below is a list of some of the ongoing programs offered by Public Safety.

Fire Safety

Fire safety and education are important components of the Department of Public Safety’s mission. Fire safety procedures are explained to students at the beginning of each academic year and are reviewed periodically. Additionally, all on and off campus residence halls and houses, including Greek houses, are given biannual evacuation drills. These drills are conducted randomly under the supervision of Lancaster City Fire Department. Safety checks of alarm and emergency lighting systems and egress routes in the residence halls, academic buildings, and Greek houses are conducted throughout the year. The campus is equipped with modern smoke detectors and other emergency equipment. Fire extinguishers and fire systems are inspected and maintained semi-annually. All on-campus college housing is equipped with a sprinkler system. Fire safety training and fire extinguisher training is available to all students, faculty and staff upon request.

Closed Circuit Television (CCTV)

The College is committed to enhancing best practices of public and private policing with state of the art technology. A component of our security plan is using closed circuit television (CCTV). The College currently has 23 CCTV cameras on and around campus.

Cam#	Location
1	Outside Public Safety, facing Buchanan Park
2	Race Ave. at Chi Phi fraternity
3	Parking lot behind Ware College House
4	Entrance to Weis lot on Race Ave.
5	Race & Harrisburg Aves.
6	Brooks Tennis Center
7	W. Frederick St. & Lancaster Ave.
8	Turf Field, South Parking Lot
9	College Ave. & W. James St.
10	College Ave. & W. Frederick St.
11	College Ave. & W. New St.
12	N. Pine St. & W. James St.
13	Charlotte St. & W. Frederick St.
14	Admissions Lot
15	Life Science Building
16	Indoor City across from N. Pine St. & N. Mary St.
17	East Side Campus Crossing Parking Lot
18	West Side Campus Crossing Parking Lot
19	Turf Field North Parking Lot
20	Williams Lot entrance & Harrisburg Ave
21	College Ave & Harrisburg Ave
22	Frederick & Pine Street
23	Lemon St. & College Ave. (coming soon)
24	Martin Science Library Lobby
25	Shadeck-Fackenthal Library Lobby
	Non-Monitored, recorded footage only Vivarium- Main Entrance & Emergency Exit

Escort Service

The Department of Public Safety provides a walking escort service seven days a week, using contract security hired by, and under the supervision of, the Director of Public Safety. All students, faculty, and professional staff may request the service by calling the Department of Public Safety. Escorts are provided seven nights a week (7 p.m. to 3 a.m.) to and from on-campus and off-campus buildings, within a stipulated radius of the College. Requests for escorts at other times are fulfilled by Department of Public Safety officers.

Operation Identification

The Department of Public Safety offers students the use of an engraver to engrave driver's license numbers and/or student numbers on any property brought to campus. Students are urged to maintain a record of all model and serial numbers of valuable equipment (e.g., stereos, cameras, computers, etc.) and to place a copy on file at the Department of Public Safety.

Bicycle Registration

All students who bring bicycles to campus are required to register them with the Department of Public Safety. A decal is issued which aids in recovery if the bicycle is lost or stolen. Bicycles should be securely locked to bicycle racks provided on campus. For continued bicycle safety, it is strongly advised that students make regular and frequent checks of their bicycles, and use a U-shaped, kryptonite lock to secure the bicycle, not a cable and padlock.

The Department of Public Safety also sponsors educational outreach programs on a variety of other topics and are eager to discuss with students and employees ways in which they might reduce their risks of crime or accident. In Residence Halls both on and off campus, members of the Department of Public Safety present educational programs to students to heighten awareness of safety issues related to fire, crime, and personal safety.

The Residential System

Franklin & Marshall has organized its residential properties into College Houses and Theme Houses. College Houses are led by faculty members (Faculty Dons), who are assisted by Associate Deans (House Prefect). The Prefects oversee a staff of undergraduate House Advisers. The Faculty Don and House Prefect maintain offices in the buildings while the House Advisers live in the residence halls. Theme houses are staffed by House Coordinators either student or Administrators, who live in the building.

House Prefects, House Advisers and House Coordinators complete training programs covering general crime prevention, campus safety and security procedures, issues of diversity, drug and alcohol awareness, fire safety and many other topics.

Within the College Houses, an HA is assigned duty every evening, including weekends. The HA on duty tours the building regularly and checks for situations that might compromise the safety of the residents.

Professional staff members from the Dean of the College staff are available in the event of an emergency.

Staff from the Office of Public Safety present educational programs to the HAs to heighten staff awareness of safety issues related to fire, crime, and personal safety. Programs on residence hall security, general crime prevention, and campus security procedures and practices are offered to students when they arrive on campus, and during the four-day New Student Orientation.

Emergency Preparedness

Franklin & Marshall Department of Public Safety's Emergency Preparedness home page is at www.fandm.edu/prepare. We have designed these pages to inform the College Community about emergency preparedness – what to do in advance of a major emergency.

The site contains basic information and guidelines, and each page highlights pertinent information in the event of an emergency that could effect students and the operations of Franklin & Marshall College. We also have prepared a comprehensive Emergency Response & Crisis Management Plan (The Plan) that will be activated in case of a crisis situation. Please note: Franklin & Marshall authorization is required in order to view The Plan. We strongly encourage you to become familiar with the information contained on this website. We hope we never have to initiate an emergency plan. However, if the need arises, we want to reassure you that we are prepared, as we will always have the safety and security of our campus as a top priority.

Franklin & Marshall College has installed a siren that will be sounded when there is a campus emergency as determined by the Crisis Management Team. We recommend that you stay indoors or get to a safe location until you receive instructions from an emergency responder via text messaging, email, website or information line.

Franklin & Marshall's Emergency Alert is an instant, mass notification system powered by Omnilert Network e2Campus. The Franklin & Marshall Emergency Alert System is our effort to better disseminate emergency information and is aimed at increasing safety on the Franklin & Marshall campus.

Emergency Telephones

Currently there are 64 emergency telephones located across the Franklin & Marshall campus and adjacent properties. Callers do not have to dial these phones; they are directly connected to the Department of Public Safety. The location of the caller is determined by Public Safety when the phone call begins. Exterior residence hall phones can be used to reach both the Department of Public Safety and residents of the residence hall by dialing their extension. Public Safety conducts inspections of the campus emergency phone system to ensure it remains in good working condition.

Criminal Activity Off Campus

When a Franklin & Marshall student is involved in an off-campus offense, public safety officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Lancaster Bureau of Police and Manheim Township Police Department routinely work and communicate with Public Safety officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus.

While Lancaster Bureau of Police and Manheim Township Police Department have primary jurisdiction in all areas off campus, Franklin & Marshall officers can and do respond to student-related incidents that occur in close proximity to campus. Franklin & Marshall officers have direct radio communications with the city police and maintain close relations with County Control Dispatch, fire department, and ambulance services to facilitate rapid response in any emergency situation.

The Franklin & Marshall College Department of Public Safety also maintain a close working relationship with other area schools including, but not limited to, Millersville University, Thaddeus Stevens College, Elizabethtown College, Lancaster Bible College, Lancaster Theological Seminary, York College, and all schools visiting campus. Any incidents involving students or guests from these schools receive reciprocal cooperation and information exchange.

Relationship with Local Authorities

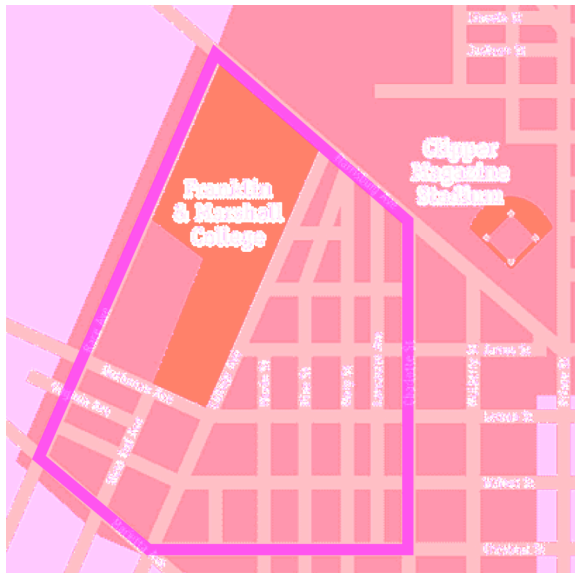
The Department of Public Safety has an excellent working relationship with the local city police and fire departments, as well as the city housing authority and receives timely assistance from all. The College also cooperates with federal, state and local agencies and immediately notifies local police of any reportable offense.

Franklin & Marshall College and the James Street Improvement District (JSID) bike squads continue to patrol campus and the areas in the district, helping to

promote a safe environment for both students and Lancaster City residents.

The Department of Public Safety has five certified bike patrol officers riding the campus and the local neighborhoods. The bike patrol officers, who wear yellow shirts, patrol areas in and around campus throughout day and are professionally trained.

The bike patrol program, which began in November 2002, allows public safety officers to patrol larger areas in less time, making it easier to protect students, other members of campus, and school facilities.



Highlighted area designates F&M patrol area.

JSID has also discovered that its bike squad deters crime and promotes a sense of security among Lancaster City residents. The ten-member JSID force took to the streets of Lancaster in mid-June of 2003, patrolling the one-square mile area between Lancaster General Hospital and the College. The JSID patrol area is bounded by Race Avenue on the west, the train tracks, and Amtrak station on the north, Lime Street on the east, and Chestnut Street and the Downtown Investment District on the south. Along their routes, this red jersey-wearing bike squad checks in with area businesses.

Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Franklin & Marshall College Department of Public Safety provides a link to the Pennsylvania State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Information can be obtained by calling the State Police Megan's Law unit at (866) 771-3170. This information is also available online at: <http://www.pameganslaw.state.pa.us>. In addition, similar information for the Lancaster area (including Franklin & Marshall College) can be obtained by contacting the Lancaster City Police Department at (717) 291-4911 and asking for Det. Andrew Morgan.

For more information about who has to register in Pennsylvania or about the state provisions of Megan's Law in general, you can go to <http://www.psp.state.pa.us> and click on the link for the sexually violent predator list.

Pennsylvania's Megan's Law, 42 Pa.C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in 42 Pa.C.S. §§ 9795.1 and 9795.2. Additionally, the Pennsylvania State Police is required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police has established this website according to the requirements of 42 Pa.C.S. § 9798.1.

Maintenance Of Buildings and Grounds

The Facilities and Operations staff is responsible for maintaining the buildings and grounds with a concern for public safety. The Department of Public Safety assists in the maintenance of the buildings and grounds by regularly notifying Facilities and Operations personnel of potential safety hazards such as broken windows, locks, and burned out lights that are found during daily rounds. Public Safety also conducts weekly inspections of the outdoor lighting system. The findings are submitted in writing to Facilities and Operations, which promptly makes those repairs affecting safety. The Facilities and Operations staff also provides an on-call system for handling emergencies occurring outside of regular business hours.

Disciplinary Policies

Students convicted of criminal offenses are normally disciplined under the Student Code, which states that students are expected to comply with the laws and ordinances of the United States of America, the Commonwealth of Pennsylvania, the City of Lancaster, and with College policies. After an administrative hearing or a hearing with the Committee on Student Conduct, the available sanctions include: warning, reprimand, disciplinary probation, suspension, expulsion, College House separation, restitution, restriction of privileges of a recognized student organization, and termination of the College's recognition of a recognized student organization. Depending on the nature of the violation, employees convicted of criminal offenses or breaches of College policies will be disciplined and may be subject to dismissal.

Prospective students are not asked about previous criminal records. If an applicant volunteers this information, it is considered in the decision to admit that person. The College's application for employment (which is optional) asks applicants if they have ever been convicted of a felony or misdemeanor, and if so, to supply the details. Prior convictions do not automatically disqualify applicants from employment. A prior criminal record would be considered in the decision to hire if it were relevant to the position.

Drug, Alcohol Policies and Education Programs

The College expects students, faculty, and employees to comply with all federal, state, and local laws and with College policies regarding the possession, use, and sale of alcohol and controlled substances. The College expressly prohibits the presence of controlled substances on any part of campus or at any College-sponsored activity. Additionally, no individual under the age of 21 may possess, on campus or at any College-sponsored activity, for consumption or other purpose, any alcoholic beverage, nor may any individual supply an individual who is under the age of 21 with any alcoholic beverage while on campus or at any College-sponsored activity. For further details, students and employees may refer to the General Alcohol Policy and the General Policy Concerning Drugs in the Student Rights and Regulations Section of The College Life Manual. Employees may also refer to the Drug-Free Workplace Awareness Policy and the Employee Policy on Alcohol Abuse in the General College Policies section of The College Policy Manual.

Drug and alcohol education programs are widely available to students and employees. Throughout each academic year, programs and lectures on substance abuse are offered to the entire College community. For further information, students and employees may refer to the Drug and Alcohol Policy section of The College Life Manual or to the website titled "Alcohol and Other Drugs: Policy, Information, Resources" made available as part of the Drug-Free Schools and Communities Act for a list of the services available on campus and in the local community. Similar information can be found online at <http://www.fandm.edu/Departments/StudentPrograms/alcohol.html>. Employees may also refer to the Drug-Free Workplace Awareness Policy and the Employee Policy on Alcohol Abuse in the General College Policies section of The College Policy Manual for details of educational programs available to them.

Sexual Misconduct

Sexual Misconduct violates State and Federal law and/or the Franklin & Marshall Student Code, Article 5; consult the Code (above) for appropriate disciplinary procedures. Sexual misconduct is defined as any non-consensual sexual contact, including any improper touching of intimate body parts. A person who is incapacitated (which includes being under the influence of alcohol or other drugs), asleep, physically helpless, or unconscious is considered unable to give consent.

The College informs students of both the College disciplinary process and criminal procedures. Students who are victims of sexual assault/sexual misconduct should contact Public Safety and the Lancaster City Police. Students are strongly encouraged to make a report of sexual assault/sexual misconduct to College officials where offered the support and opportunity to make changes in housing arrangements, classroom arrangements, and to be informed of all disciplinary outcomes.

Moreover, the College encourages students to proceed with both College disciplinary and criminal charges if the student believes such action is appropriate to the situation. The outcome of a sexual misconduct hearing will be shared, in writing, with both the accused and the victim.

As in cases of sexual harassment, students who believe they may have been subject to an incident of sexual misconduct may discuss the incident informally with any one of a number of appropriate College personnel such as House Advisers or members of the professional staff of Counseling Services, Health Services, the Women's Center, the Office of College House Administration, or other offices of the Dean of the College. When appropriate, the College will, among other measures, make changes in the students' academic and living arrangements. The College promotes awareness of sexual misconduct issues through educational programs and during Orientation. The College's Sexual Assault Response Team (SART) provides 24-hour coverage of a sexual assault response line when classes are in session. A victim of a sexual assault or rape, or a friend of a

victim, can call (717) 560-7311 to receive personal, confidential support and advice in dealing with the sexual assault or rape. SART is composed of professional staff members of the College's Student Health Services (Counseling and Appel Health Services) who have special training to help victims of sexual assault and protected communication to assure confidentiality. They are fully aware of the College and community resources, as well as both off-campus legal and College Judicial processes and options. The College also has a Sexual Assault Victim Advocate, Jan Masland, who can be reached during normal business hours at the Appel Health Services or through contact with a member of the Sexual Assault Response Team.

If a student is a victim, she/he is encourage to go to a safe place; call the Department of Public Safety or the local police, and contact a friend or family member. Do not shower, bath or douche. Do not urinate if possible. Do not drink liquids, smoke or brush teeth if oral contact took place. Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag. Get prompt medical attention. Do not destroy the physical evidence that may be found in the vicinity of the crime. Tell someone all the details remembered about the assault. Write down all details remembered as soon as possible.

Weapons, Explosives, and Hazardous Materials Policy

Weapons are inconsistent with the educational purposes of the College, and have no place in the College community. Consequently, Franklin & Marshall College strictly prohibits the possession, use, or introduction of weapons everywhere on campus. It is a violation of College policy for any student, faculty member, employee, or visitor to have in his or her possession any weapon or to introduce any weapon into the College community without the express prior written permission of the Director of Public Safety.

Firecrackers are a violation of the Lancaster City Fire Code, Pennsylvania law, as well as College

regulations. Persons involved in possessing, supplying, or exploding firecrackers or setting fires are subject to expulsion from the College. Additionally, chemicals and flammable liquids and gases (including paint, varnish, etc.) shall neither be stored nor used in the residence halls.

For the purpose of this policy, the following definitions shall apply:

Weapons include, but are not limited to:

Handguns, rifles, shotguns, and other firearms of all types, air guns, pellet guns, paint guns, and BB guns; axes, swords, and knives of any kind other than eating utensils; bows and arrows, cross bows, and any archery equipment (except equipment owned by the College when possessed or used in the course of instructional programs); fireworks or ammunition of any kind;

Any martial arts or security equipment of a dangerous nature, including Chinese stars, nunchakues, brass knuckles, and spiked gloves.

Possession means physical possession on the person or placing or keeping a weapon at any location on the College campus, including an individual's living quarters or workplace, in any vehicle, or in an individual's container (including, but not limited to, backpacks, briefcases, purses, wallets, bags, and luggage).

Introduce shall mean:

- to bring any weapon onto College property; or
- to assist anyone in bringing any weapon onto College property.

Students found in possession of weapons on campus or in any College building, will be found in violation of the student conduct code and will be disciplined up to expulsion by the College.

How to Report a Crime, Suspicious Activity, or Emergency

Community members, students, faculty, professional staff, and their guests are encouraged and requested to report any crime, unusual or suspicious activity or incidents, emergency, or potential safety hazards that occurs on or around College property to the Department of Public Safety in a timely manner, 24 hours a day. Reports may be made by telephone, in person, or in writing. Persons may report crimes or hazards anonymously by calling (717) 291-4302 or on the Public Safety website at <http://www.fandm.edu/publicsafety.xml>. Incidents occurring outside of Public Safety's jurisdiction (i.e. off-campus housing and buildings and properties not owned by the College) should be reported to the local police by dialing 911.

During an on-campus emergency, persons have the option of calling 911 or Public Safety first. Public Safety has direct contact with both 911 and Lancaster Bureau of Police through phone and radio, and may get through to 911 and receive a quicker response than would a non-police caller. If an alleged crime is reported to a College official other than a member of the Department of Public Safety, the alleged incident must then be reported to the Department of Public Safety.

See the last page of this document for a list of important telephone numbers. The Department of Public Safety's phone number is clearly marked on campus phones in public areas and is prominently listed in the College telephone directory.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action through the College or under the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Public Safety or a designee of Public Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With

such information, the College can keep an accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Timely notifications

It is the College's policy to be open with students and employees about security matters.

If an emergency or criminal incident takes place that presents a potential ongoing threat, the entire College community will receive a timely warning known as a "Campus Alert." The type and frequency of the notice will depend on the nature of the incident. The College will send you as much information as possible. Additional alerts to update a situation will be sent as warranted.

Alerts directed to students, faculty, and professional staff are often sent through email and will be labeled "F & M Urgent Notice". You should read these urgent messages as soon as you receive them.

Additional safety information can also come through campus mail, The College Reporter, or postings on campus notice boards. A serious threat to the College community could also prompt a text message, a letter being sent to parents, or a posting on the Franklin & Marshall website.

Crime alerts will often ask members of the Franklin & Marshall community for their help in gathering information about an incident or in identifying those responsible. You can contact the Department of Public Safety by calling x3939 from campus or (717) 291-3939 from an off campus location.

You can also forward information to the Department of Public Safety anonymously using a web-based form. The form is available at <http://www.fandm.edu/publicsafety.xml>.

Housing Information

Types of Housing Available — About 70% of the student body resides in College-owned housing. Approximately 1,250 students may be housed in college-owned housing. Most rooms are doubles; singles and suites for four or five students are available as well. Most housing options are co-ed by floor. Students may request residence on floors that are single sex or co-ed. Students may also request substance free housing.

Housing Assignments — First-year students and sophomores are required to live on campus. Students requesting a room change must meet with the House Prefect for approval. Upper-class students wishing to live on campus or in theme housing can request housing, but the College does not guarantee availability. Students who are granted waivers by the College who live off campus are responsible for locating their own housing.

Security Features — All residential buildings locked 24 hours a day. Exterior residence hall doors are controlled by a proximity access system. Students carry a key fob, which allows them access to the building in which the student resides. The access system also has an electronic alert, which warns when a door has been propped open. Public safety officers patrol the residence hall areas to detect and to close any propped doors or open windows. The propping open of residence hall exit doors is against College policy and may result in disciplinary action for students found to be responsible. Windows may be locked from the inside and individual rooms are locked by single-cylinder, institutional-grade dead bolts that lock automatically when closed. Students living in college housing have a randomly numbered key to the residence hall and to their individual room. Students who lock themselves out of their room may, after they have properly identified themselves, arrange for a security officer to unlock their door. If a room key or residence hall entrance FOB is lost and there is a possibility that the key will be recovered and used in an improper manner, that lock will be changed. Periodically, all exterior residence hall door locks are changed. Each room has a peep hole on the door. Also, all ground floor rooms and

all first floor accessible windows have security screens.

Students are permitted to have short-term overnight guests. When entering a residence hall, guests are required to be accompanied by the resident. Students are responsible for making the College's rules and regulations known to their guests and must accept responsibility for their guests' conduct during their visit. Whenever possible, any unauthorized person in a residence hall is interviewed by public safety officers, who will take appropriate action.

International and other students who remain on campus over a long break are temporarily housed together in specified locations. All residential buildings are locked and patrolled during low-occupancy periods. During summer sessions, students are housed separately from conference groups. Only a small number of authorized College administrators and staff have access to the residential buildings.

Absent an emergency, college personnel, including housekeepers, facility operations staff, and public safety personnel enter an individual room only with the resident's permission. When public safety personnel enter a student's room, the student, the house prefect, or a house adviser is usually present. Public safety personnel may search a student's room only after receiving permission to do so from the Dean of the College or the Dean of Students.

Annual Disclosure of Crime Statistics

Each year the Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is located the web at <http://www.securityoncampus.org/schools/cleryact/index.html>.

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and sites abroad, the Office of College House Administration, the Dean of Students, Department of Athletics, and many others. Each entity provides updated information on their educational efforts and programs to comply with the Act. Cam-

pus crime, arrest and referral statistics include those reported to the Franklin & Marshall Department of Public Safety, designated "campus reporting agents" (including but not limited to public safety officers, Allied Security, deans, House Advisors, judicial staff, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses but is not required by law. Counseling Services staff informs their clients of the procedures to report crime to the Department of Public Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Daily logs chronicling all calls for service and crimes received or reported to the Department of Public Safety are maintained. This log includes the Department of Public Safety's response and disposition of the incident. Additionally, the log contains the call or report number of the incident, and location the incident occurred. The department's investigator may conduct investigations and follow-up reports on all incidents or cases when necessary. All statistics about crimes occurring on campus and crime logs are maintained on computer and are available upon request

Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provides the web site to access this report. Copies of the report may also be obtained at the Department of Public Safety in Marshall-Buchanan Hall on the Franklin & Marshall College campus in Lancaster, PA. All prospective employees may obtain a copy from Human Resources in Administration by calling (717) 358-3995, and on their web site.

THREE-YEAR REPORT

Franklin & Marshall College is pleased to comply with state laws (The College and University Security Information Act [PA Act 73, 1988]) requiring colleges to make security information and campus crime statistics available to all prospective students and current students and employees. These statistics are designed to be read in conjunction with the accompanying information entitled Staying Safe at Franklin & Marshall.

How crime rates are calculated

Crime rates per student and employee full-time equivalent (FTE) are computed as follows: the number of crimes in a category is divided by the student and employee FTE for that year. For example, in 2003, 90 thefts (larceny) occurred on campus. The theft rate per student and employee FTE would be 90 robberies divided by the FY2003 FTE (2,414) or: $90/2,414 = 0.037$ thefts per student and employee FTE.

Type of Crime	Offenses Known			Crime Rates per Student and Employee FTE		
	2004	2005	2006	2004	2005	2006
Part 1 Offenses						
Murder and Non-Negligent manslaughter	0	0	0	0.000	0.000	0.000
Murder by Negligence	0	0	0	0.000	0.000	0.000
Forcible Rape	1	12	4	0.000	0.005	0.001
Attempted Rape	0	0	0	0.000	0.000	0.000
Robbery	0	2	8	0.000	0.001	0.003
Aggravated Assault	0	1	2	0.000	0.000	0.001
Burglary	12	13	28	0.005	0.005	0.010
Larceny-Theft (Except Motor Vehicle)	78	60	54	0.031	0.023	0.019
Motor Vehicle Theft	0	0	0	0.000	0.000	0.000
Attempted Motor Vehicle Theft	0	0	0	0.000	0.000	0.000
Arson	0	0	1	0.000	0.000	0.000
Total Part 1	91	84	96	0.037	0.032	0.034
Part II Offenses						
Drunkenness	6	6	9	0.002	0.002	0.003
Forgery and Counterfeiting	0	2	0	0.000	0.001	0.000
Fraud	0	1	3	0.000	0.000	0.001
Stolen Property (Receiving, Possessing, Buying)	0	1	0	0.000	0.000	0.000
Vandalism	19	36	65	0.008	0.014	0.023
Weapons (Carrying, Possessing)	1	2	3	0.000	0.001	0.001
Driving Under the Influence	0	1	0	0.000	0.000	0.000
Liquor Laws	273	161	82	0.110	0.062	0.029
Sex Offenses (Except in Rape and Prostitution)	0	0	2	0.000	0.000	0.001
Drug Abuse Violations	5	13	9	0.002	0.005	0.003
Disorderly Conduct	3	15	19	0.001	0.006	0.007
Defiant Trespass	2	4	8	0.001	0.002	0.003
All Other Offenses (Harassment/Mischief)	34	52	68	0.014	0.020	0.024
Total Part II	343	294	268	0.138	0.113	0.096
Total FTE	2,489	2,609	2,798			
Students	1,888	2,056	2,028			
Faculty	209	206	241			
Professional Staff	392	347	529			

In this three-year period, there were fifteen (15) arrests for liquor law violations, one (1) arrest for drug abuse violations, and two (2) arrests for weapons violations.

The Jeanne Clery Disclosure of the Campus Security Act

Criminal Homicide: Murder and

Non-Negligent Manslaughter	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Negligent Manslaughter	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Sex Offenses: Forcible	2004	2005	2006
On Campus*	0	6	2
In dormitories or other residential facilities	0	6	0
In or on a noncampus building or property	1	6	2
On public property	0	0	0

Sex Offenses: Nonforcible	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Robbery	2004	2005	2006
On Campus*	0	1	1
In dormitories or other residential facilities	0	1	0
In or on a noncampus building or property	0	1	1
On public property	4	0	6

Aggravated Assault	2004	2005	2006
On Campus*	0	1	1
In dormitories or other residential facilities	0	0	1
In or on a noncampus building or property	0	0	0
On public property	0	0	0

*Burglary	2004	2005	2006
On Campus*	12	15	12
In dormitories or other residential facilities	12	15	12
In or on a noncampus building or property	0	5	5
On public property	0	0	0

Arson	2004	2005	2006
On Campus*	0	1	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Motor Vehicle Theft	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Arrest for: Liquor Law Violations	2004	2005	2006
On Campus*	0	0	18
In dormitories or other residential facilities	0	0	2
In or on a noncampus building or property	102	174	3
On public property	0	0	4

Arrest for: Drug-related Violations	2004	2005	2006
On Campus*	2	13	3
In dormitories or other residential facilities	2	13	3
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Arrest for: Weapons Possession	2004	2005	2006
On Campus*	0	2	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	2	0

Disciplinary Referrals:

Liquor Law Violations	2004	2005	2006
On Campus*	273	161	87
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Disciplinary Referrals:

Drug-related Violations	2004	2005	2006
On Campus*	7	13	1
In dormitories or other residential facilities	7	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Disciplinary Referrals:

Weapons Possession	2004	2005	2006
On Campus*	1	2	1
In dormitories or other residential facilities	1	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

* This category includes all on-campus incidents, including those listed in the category above, "in dormitories or other residential facilities." Therefore, the two categories are not cumulative, but duplicative.

THREE-YEAR REPORT FRANKLIN & MARSHALL COLLEGE / BATH, ENGLAND

Franklin & Marshall College is pleased to comply with state laws (The College and University Security Information Act [PA Act 73, 1988]) requiring colleges to make security information and campus crime statistics available to all prospective students and current students and employees. These statistics are designed to be read in conjunction with the accompanying information entitled Staying Safe at Franklin & Marshall.

How crime rates are calculated

Crime rates per student and employee full-time equivalent (FTE) are computed as follows: the number of crimes in a category is divided by the student and employee FTE for that year. For example, in 2000, 63 thefts (larceny) occurred on campus. The theft rate per student and employee FTE would be 63 robberies divided by the FY2000 FTE (2,352) or: $63/2,352 = 0.027$ thefts per student and employee FTE.

Type of Crime	Offenses Known			Crime Rates per Student and Employee FTE		
	2004	2005	2006	2004	2005	2006
Part 1 Offenses						
Murder and Non-Negligent manslaughter	0	0	0	0.000	0.000	0.000
Murder by Negligence	0	0	0	0.000	0.000	0.000
Forcible Rape	0	0	0	0.000	0.000	0.000
Attempted Rape	0	0	0	0.000	0.000	0.000
Robbery	0	0	0	0.000	0.000	0.000
Aggravated Assault	0	0	0	0.000	0.000	0.000
Burglary	0	0	0	0.000	0.000	0.000
Larceny-Theft (Except Motor Vehicle)	0	0	0	0.000	0.000	0.000
Motor Vehicle Theft	0	0	0	0.000	0.000	0.000
Attempted Motor Vehicle Theft	0	0	0	0.000	0.000	0.000
Arson	0	0	0	0.000	0.000	0.000
Total Part 1	0	0	0	0.000	0.000	0.000
Part II Offenses						
Drunkenness	0	0	0	0.000	0.000	0.000
Forgery and Counterfeiting	0	0	0	0.000	0.000	0.000
Fraud	0	0	0	0.000	0.000	0.000
Stolen Property (Receiving, Possessing, Buying)	0	0	0	0.000	0.000	0.000
Vandalism	0	0	0	0.000	0.000	0.000
Weapons (Carrying, Possessing)	0	0	0	0.000	0.000	0.000
Driving Under the Influence	0	0	0	0.000	0.000	0.000
Liquor Laws	0	0	0	0.000	0.000	0.000
Sex Offenses (Except in Rape and Prostitution)	0	0	0	0.000	0.000	0.000
Drug Abuse Violations	0	0	0	0.000	0.000	0.000
Disorderly Conduct	0	0	0	0.000	0.000	0.000
Defiant Trespass	0	0	0	0.000	0.000	0.000
All Other Offenses (Harassment/Mischief)	0	0	0	0.000	0.000	0.000
Total Part II	0	0	0	0.000	0.000	0.000
Total FTE	61	70.5	82.5			
Students	49	56	50			
Faculty	6	9	27			
Professional Staff	6	5.5	5.5			

The Jeanne Clery Disclosure of the Campus Security Act

Criminal Homicide: Murder and

Non-Negligent Manslaughter	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Negligent Manslaughter	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Sex Offenses: Forcible	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Sex Offenses: Nonforcible	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Robbery	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Aggravated Assault	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

*Burglary	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Arson	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Motor Vehicle Theft	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Arrest for: Liquor Law Violations	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Arrest for: Drug-related Violations	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Arrest for: Weapons Possession	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Disciplinary Referrals: Liquor Law Violations	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Disciplinary Referrals: Drug-related Violations	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

Disciplinary Referrals: Weapons Possession	2004	2005	2006
On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0
On public property	0	0	0

* This category includes all on-campus incidents, including those listed in the category above, "in dormitories or other residential facilities." Therefore, the two categories are not cumulative, but duplicative.

IMPORTANT SAFETY TIPS

Helpful hints to promote a safe environment for the entire campus

The Franklin & Marshall College campus and surrounding community is generally a safe one, as you can see from the statistics included in this brochure. We hope you will enjoy living and learning in Lancaster. At the same time, there are important steps you can take to keep you, your friends, and valuables safe. For more information on staying safe in Lancaster, contact the Department of Public Safety.

CAMPUS SAFETY TIPS

Walk with a friend.

Never walk alone, especially at night. Remember, there is safety in numbers. If you can't find someone to walk with you, call the escort service at X6999 or the Department of Public Safety at X3939.

Do not let strangers into the dorms.

When entering the residential halls, never hold the door for someone you don't recognize. If they really are residents, they will have a key, so you're not being rude. Keeping strangers out of the residential halls helps prevent the theft of personal belongings, vandalism, and attacks on students.

Familiarize yourself with the locations of campus emergency phones.

There are numerous emergency phones placed throughout campus that will immediately connect you to Public Safety. Each phone is on a metal pole with a blue light at the top. Know where they are and how to use them.

Do not leave personal items unattended.

Leaving valuables unattended tempts thieves. Unless something is locked up, it is a potential target for theft or vandalism. Be especially careful of laptops, cell phones, iPods, and portable CD players. Never leave purses, wallets, cell phones, or any other valuables in plain sight. A criminal is more likely to break into a car if there are items of value visible through the windows.

Be aware of your surroundings.

Don't talk on cell phones while walking alone. Always walk with your head up, looking from side to side. Being alert makes you less likely to become a target.

CAR SAFETY TIPS

Use secure campus parking lots and avoid parking on the street.

The parking lots by the Alumni Sports & Fitness Center and Weis Hall are patrolled regularly by public safety vehicles, brightly lit, and video-taped. They are the best place to keep your car. Parking on the street is much more risky; avoid it at all costs.

Always park legally.

Watch out for yellow curbs, fire lanes, and bus stops. If you park illegally, it can result in an expensive ticket, or your car could be towed.

Avoid parking tickets.

Look for the street cleaning signs that are posted on power polls around campus. Your car will be ticketed by the city if you do not move it to allow for street cleaning.

Register your vehicle with the College.

This allows you to legally park in the secure lots.

Keep your car at home.

Remember: Freshman students should not bring their vehicles to Lancaster.

IMPORTANT PHONE NUMBERS

To call the Department of Public Safety:

Emergency phones (Yellow)	No dialing necessary
Williamson Field Parking lot	No dialing necessary
Exterior Residence Hall phones (Yellow)	No dialing necessary

Campus phones (Black or Tan)

All College buildings and residence halls	3939
Private phones in residence hall rooms	3939
Pay phones	717-291-3939
Anonymous Tip Line	717-291-4302
F&M Sexual Assault Response Line	717-560-7311
To call Local Agencies (e.g., Police, Fire, Ambulance)	911

The Department of Public Safety's phone number is clearly marked on campus phones in public areas and is prominently listed in the College telephone directory.