



CAMPUS SECURITY POLICY

This information is provided as part of Westminster Theological Seminary's commitment to safety and security and in compliance with the Pennsylvania College and University Security Information Act and the United States Crime Awareness and Campus Security Act of 1990 (also known as the Clery Act). While much of the information contained in this policy is relevant only to the Philadelphia campus, some of the information, instructions and directives apply to all campuses and sites. Please refer to page 5 ("Non-Philadelphia Campus Organizations") for further information.

INTRODUCTION

A Stimulating Environment in a Suburban Setting Near a Great City

Westminster is a community of teachers and students who seek together to understand the meaning of Scripture and its interpretation for human life and who labor together in the fellowship of Christ's church to fulfill the Great Commission. The Philadelphia campus is comprised of more than 600 students and more than 100 faculty and staff.

The Seminary is located on seventeen and a half acres in suburban Cheltenham Township, Montgomery County, approximately a half-hour by car or by train from a great variety of historical and cultural attractions in downtown Philadelphia.

A Safe Campus is Everyone's Responsibility

The size, suburban location, and character of the Seminary community promote a sense of safety. Indeed, the Seminary has enjoyed a nearly perfect safety and security record for many years. However, Westminster encourages you to help maintain your own safety by using common sense safety practices such as being aware of your surroundings, exercising caution in walking alone in isolated or poorly lit areas, reporting suspicious activity, and not leaving your car or your dormitory room or office unlocked or your books, coats or other personal belongings unattended. In addition, you should become familiar with the location of emergency exits and fire extinguishers on campus.

The following paragraphs provide an overview of security facts to help you. Everyone on campus should be safety conscious and follow security procedures.

Safety and Security on Campus and its Environs

Westminster does not have security personnel. However, the Cheltenham Township Police Department occasionally patrols the Seminary campus as part of its routine duty. Cheltenham Township Police has authority over any illegal acts on campus, including campus parking violations.

Most buildings on campus have fire alarm systems, which consist of pull boxes. These alarms serve to alert occupants of buildings and do not alert the Fire Department itself. The fire alarm systems in Machen Hall, the Library and Andreas Academic Center, however, do function to alert the Fire Department. The alarm systems in these buildings include pull boxes, smoke detectors, and heat detectors.

Everyone is urged to become familiar with the location of emergency exits and fire extinguishers on campus. The Building Services Manager (215-572-3840) can inform you of the location of fire extinguishers.

PERSONNEL RESPONSIBLE FOR CAMPUS SAFETY AND SECURITY

The Physical Plant Department is responsible for general campus maintenance and safety hazard prevention.

The Seminary's Safety Committee is responsible for proposing safety improvements to the campus.

The Seminary's "**Primary Emergency Officer**" (**PEO**) is responsible for responding to reports of crime and other emergencies that threaten the safety and security of the campus. The PEO also assists victims of crimes and other emergencies and investigates alleged sexual offenses involving two members of the Seminary community. The **Dean of Students**, **Associate Dean** and **Director of Human Resources** are designated as the Seminary's three PEOs.

HOW TO REPORT CRIME AND OTHER EMERGENCIES OR NON-EMERGENCIES (OTHER THAN SEXUAL OFFENSE¹)

The procedure to take when a medical, fire or criminal emergency or non-emergency occurs is:

Step 1:

- For any emergency² (medical, fire or criminal): immediately call 911 (6 + 911 from any campus office phone). In case of fire emergencies only: In addition to calling 911 (6 + 911 from any campus office phone), activate the nearest fire alarm pull box by pulling down on the lever to alert others in the building and then exit the building to a safe location.
- For any non-emergency: incident should be immediately reported to the Cheltenham Township Police Department (by calling 215-885-1600).

Step 2: Any emergency or non-emergency (medical, fire or criminal) should be reported to one of the Seminary's Primary Emergency Officers (Dean of Students, Associate Dean and Director of Human Resources), who will, if necessary, assist in contacting the police and medical authorities. (If an emergency or non-emergency is reported to a student or employee other than a Primary Emergency Officer (PEO), that person should immediately report it to one of the PEOs.)

Step 3: A written report (to be filed with the Seminary) must be filled out within 72 hours of the medical, fire or criminal emergency or non-emergency. The PEO will assist in filling out the report.

PROCEDURE TO FOLLOW IF A SEXUAL OFFENSE OCCURS:

Anyone who is the victim of a sexual offense at the Seminary should:

Step 1: Get to a place of safety first!

Step 2: Obtain necessary medical treatment. If emergency medical attention is needed, call 911 (6 + 911 from any campus office phone). Go immediately to a doctor or hospital for treatment of any injuries and for other tests, which can provide important medical evidence. In such situations, individuals should make special effort to preserve evidence which may be necessary to prove criminal conduct. (Ideally, a victim of sexual offense should not wash, douche, use the toilet, or change clothing prior to a medical exam.)

Step 3: Contact one of the Seminary's designated Principle Emergency Officers (PEOs) (Dean of Students, Associate Dean and Director of Human Resources) in a timely manner. If an incident of sexual offense is reported to any other person in the Seminary, that person should immediately report to one of the Seminary's Principle Investigators.

Step 4: Fill out a written report (to be filed with the Seminary) within 72 hours of sexual offense incident.

The PEO will assist the victim:

1. Get necessary medical attention.
2. Contact Cheltenham Township Police, if victim requests this assistance.
3. Fill out a written report (to be filed with the Seminary).

¹ "Sexual Offense" is defined as any sexual act directed against another person either forcibly against that person's will, or non-forcibly against the person's will where the person is incapable of giving consent. Sexual offenses include 1) Forcible offenses (e.g. forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling), and 2) Non-forcible offenses (e.g. incest and statutory rape).

(Source: U.S. Dept. of Education's *Handbook for Campus Crime Reporting*, June 2005, pp. 27-29)

² An emergency is any life-threatening situation—fires, medical emergencies in which an ambulance is needed, and crime situations requiring onsite police response. It would include 1) Any crime that is in progress or where the offender is still on the scene (or has just left the scene), 2) All serious violent crimes—homicide, robbery, sexual assault, domestic violence, assault—even if the crime is no longer in progress or the offender has left the scene, 3) All fires and medical emergencies, 4) Home and business intruders (if you see a door or window forced open, do not go in—call 911 from the nearest phone), 5) Vehicle crashes involving personal injury, major property damage, or traffic tie-ups, 6) Seeing a criminal you know is wanted by the police

(Source: Washington D.C. Metropolitan Police Dept.'s webpage:

http://mpdc.dc.gov/mpdc/cwp/view,a,1237,q,547620,mpdcNav_GID,1554.asp#when)

Notifying the police does not obligate the victim to prosecute. Filing a report with the Seminary also does not obligate the victim to prosecute. Notifying the police and filing a report will 1) provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later and 2) enable the victim to receive at least one free initial counseling session from CCEF (see "Counseling Services..." section below).

Sexual Offense Involving Two Members of the Seminary

If the sexual offense involves two members of the Seminary (students and/or employees), the PEO will conduct an investigation of the incident with input from the Chief Operating Officer (or, if the COO is the accused person, the Director of Enrollment Management). The PEO will initiate a disciplinary proceeding whereupon both the accuser and accused will have the right to have others present. The outcome of the disciplinary proceeding will be made known to the accuser and accused.

If it is determined, after thorough investigation, that the accused is guilty of the sexual offense, such person will be subject to appropriate disciplinary and/or corrective measures commensurate with the seriousness of the particular offense or other relevant circumstances, up to, and including, termination of employment and/or expulsion from academic program. The Seminary will also provide options to victims of sexual offense to change their academic and/or on-campus living situation if such changes are reasonably available.

COUNSELING SERVICES FOR VICTIMS OF SEXUAL OFFENSE

The Seminary has established an agreement with the Christian Counseling and Educational Foundation (CCEF) for the initial counseling of any student or employee who has been or believes himself/herself to have been subjected to sexual offense. The Seminary will pay the cost of at least the initial visit and possibly, upon recommendation by the Executive Director of CCEF, the cost of subsequent visits. If a student or employee prefers to seek counseling from a source other than CCEF, he/she may request this of the Seminary. If approved, the Seminary will supply this benefit as described above.

WESTMINSTER RECORDS AND REPORTING CRIME STATISTICS

In accordance with Pennsylvania's College and University Security Information Act (PA Act 73 of 1988), campus crime is reported to the Pennsylvania State Police. These statistics will be shared, upon request, with the Pennsylvania Department of Education and the Office of the Attorney General. Also, in accordance with the United States Campus Security Act of 1990 (Clery Act), we collect crime statistics for the United States Department of Education.

The Finance Office has primary responsibility for the recording of crimes. Crime statistics are prepared, published in the Campus Security Policy and distributed annually to all students and employees. These statistics are also available to any prospective student or employee upon request.

ACCESS TO SEMINARY BUILDINGS

Except for publicly advertised meetings, non-student access to the campus and its facilities is at the invitation of the Seminary only. There is no access to campus buildings other than dormitories at the end of each day and on weekends. Employees are responsible to lock their individual office doors and windows whenever they leave campus.

STUDENT HOUSING

The Seminary has facilities to house 14 students. All dormitory halls are single sex. There are 9 single rooms to accommodate 9 men, and 1 single and 2 double rooms to accommodate 5 women. The dormitory is located in Machen Hall (men and women) at 2960 W. Church Road.

Dorm rooms are rented to students only, unless permission is otherwise granted by the Student Affairs Office. Resident Assistants are assigned to each dormitory and are responsible for supervising student life and dorm maintenance.

Access to the women's dorm is limited within Machen by a locked common entry door. Security alarms can be found at emergency exits and accessible windows. Each dormitory room has a separately keyed lock. *Students are encouraged to keep rooms locked at all times.*

FIREARMS

Only commissioned police officers are allowed to possess firearms on campus.

ALCOHOLIC BEVERAGES

Students and employees are reminded that members of our community differ in their convictions about the use of alcohol. Some have formulated positions which require them to abstain from its use. Others disagree. Therefore, students and employees are requested to consider the consciences of others in their company. Those who abstain from its use are requested not to condemn those who differ with them. Those who have not formulated positions requiring abstinence are requested to apply restraint whenever prudence or concern for another warrants it. Alcoholic beverages and their consumption, however, are prohibited on Seminary property.

The Seminary has adopted disciplinary sanctions regarding illegal use or possession of alcohol.

For more information, see the Seminary's Drug and Alcohol Policy and Procedure.

ILLICIT DRUGS

Illicit drugs are strictly prohibited. The Seminary will cooperate fully with local police in prosecuting offenders who possess, use, or sell drugs. The Seminary has adopted strict disciplinary sanctions regarding possession, use, or sale of illicit drugs. For more information, see the Seminary's Drug and Alcohol Policy and Procedure.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

The Seminary annually distributes to all students and employees information about the physical and psychological dangers of drug and alcohol abuse, as well as a summary of legal sanctions, in its Drug and Alcohol Policy and Procedure. The Christian Counseling & Educational Foundation (CCEF) is available to counsel and refer resources to anyone with a need.

NON-PHILADELPHIA CAMPUS ORGANIZATIONS

The Seminary offers courses at the Center for Christian Study in Charlottesville, Virginia; at City Seminary in New York City; and at the Student Center on Broad Street in Philadelphia. Criminal acts at these locations should be reported to the local law enforcement authority, the host institutions, and one of the PEOs at Westminster Theological Seminary. The Dallas Campus of Westminster Theological Seminary is located at Two Turtle Creek Building, 3838 Oak Lawn Ave., Suite 200, Dallas, TX 75219. Criminal acts at the Dallas location should be reported to the Vice President and Dean of the Texas Campus (214-373-7688).

PREVIOUS CRIMINAL RECORDS

The Seminary does not ask prospective students if they have ever been convicted of a crime. Each applicant, however, must submit a satisfactory ecclesiastical (character) reference. The Seminary reserves the right to conduct background checks on applicants for employment.

CRIME PREVENTION AND SAFETY INFORMATION

The Campus Security Policy is distributed annually to each student and employee. Other information may be distributed via campus mailboxes and/or via the weekly campus communication, *Brute Facts*.

REGISTERED SEX OFFENDER INFORMATION

Federal law requires that postsecondary institutions participating in Title IV student financial aid programs disclose locations where information regarding registered sex offenders may be obtained. To obtain information regarding registered sex offenders in the State of Pennsylvania, please go to the Pennsylvania State Police Department's web site (<http://www.pameganslaw.state.pa.us/>).

CAMPUS MAINTENANCE POLICIES

The Seminary has installed exterior lighting around buildings, parking lots, and sidewalks. While maintaining an attractive campus, the Seminary keeps shrubs and hedges low for safety reasons. The Physical Plant Department makes note of any need to improve the entire campus to assure good safety conditions.

TIMELY WARNINGS

The Seminary will provide timely warnings via email and/or text-messaging to students and employees whenever the administration believes there may be a threat to students and/or employees.

HOW TO BRING A POTENTIAL PROBLEM TO OUR ATTENTION

Anyone noting a potential safety hazard should report it to the Physical Plant Department at 215-572-3816.

PROCEDURE FOR COMPLAINTS

Any student or employee who believes these Campus Security Acts are being violated should file a written complaint one of the PEOs, who will file it with the Finance Office, Westminster Theological Seminary, P.O. Box 27009, Philadelphia, PA 19118.

CRIME STATISTICS

State law requires that crime statistics be determined by dividing the number of crimes by full-time-equivalent students and employees. The following is a statement of all campus crime for the most recent three-year period:

Year	Type of Crime	Number of Crimes	Total Full-Time Equivalent (FTE) Employees and Students	Crimes/FTE
2005	None	0	TBD	0
2006	None	0	TBD	0
2007	None	0	TBD	0