READING HOSPITAL AND MEDICAL CENTER
SECURITY DEPARTMENT
ANNUAL SECURITY REPORT

2012 **2013**

EMERGENCY
X8222
Security
Command

OFF CAMPUS
911 and/or
484-628-8222

INTRODUCTION

The Reading Hospital and Medical Center Security Department is committed to providing a safe and secure environment for all members of the campus community. Unfortunately, because there are no risk free environments, crime does occur. To assist in the prevention of crimes and/or serious incidents, resident life staff, faculty, hospital staff, trained security officers, and students share some responsibility for their own safety and security. The hospital understands the role of security and is committed to supporting this endeavor by developing programs that support an open as well as an environment of well-being for the activities of its students, employees, visitors and patients.

PREPARATION OF THE ANNUALSECURITY REPORT

The Annual Security Report is prepared by the Security Department in direct consultation with School of Health Sciences Administrative personnel and staff as needed. The Security Department gathers crime statistics from local police departments and policy information from The Reading Hospital and Medical Center and School policy manuals.

AVAILABILITY AND DISTRIBUTION OF ANNUAL SECURITY REPORT

The report is made available to the School community and public by request and by informing students and faculty yearly orientation and email notices regarding policy updates and the availability of the crime statistics. The Annual Security Report can be found online at http://www.readinghospital.org/sohs/policies.

THE SECURITY DEPARTMENT

The mission of the Campus Security Department is to provide a safe environment of our patients, visitors, employees, students, and community in a courteous, compassionate and professional manner. The mission is supported by Hospital and School policies and procedures and continuing education.

Professional Standards and Services

TRHMC employs a full-time, in-house security department which provides 24/7 around-the clock protection and services. Foot and vehicular patrols are conducted 24 hours a day throughout the year. The Director of Security oversees the security department and the department's responsibilities. Each shift is staffed with a supervisor who reports directly to the Director of Security. Shift supervisors provide supervisory guidance and support for all officers and are responsible for the day to day operation of the security department. Hospital security officers are responsible for enforcing hospital policies and procedures, but must also be mindful of federal, state and local laws. Officers are also required to attend training courses every two years to maintain proficiency in the use of AED, CPR, TACT (verbal de-escalation techniques), pepper spray and handcuffs.

In addition to providing security and emergency procedure responsibilities, the security department provides a number of ***support services*** for the needs of the campus community. Some of those services include:

- Registering vehicles and providing parking decals for hospital staff and students.
- Conducting mobile and foot patrols of the campus, school, and non-campus residence hall.
- Inspecting buildings and grounds for safety compliance
- Inspecting Elevator Emergency, Panic, and Blue emergency alarms
- Inspecting cameras, lighting, doors, locks, access systems, windows or any other problem areas around campus
- Reporting malfunctioning equipment to Facilities Management Department for repair.
- Providing escorts 24/7 by foot or by vehicle when requested
- Providing assistance in starting vehicles with dead batteries and accompanying students to their vehicle.
- Providing photo ID for all employees, students, and other contractual representatives

Arrest Authority and Relationships with Other Agencies

Although the security officers have no police or arrest powers, the security department maintains a working relationship with Reading, West Reading, and Wyomissing Police Departments. The security department has also established liaisons with other law enforcement agencies at all levels: city, county, state, and federal. Whenever it is necessary for officers of these agencies to respond to our facility for official business or emergencies, they will generally contact a supervisor of the hospital's security department.

Incident and Reporting Response

The effectiveness of any security system depends upon the cooperation of all concerned.
Individuals should notify the security department if they notice suspicious people and/or criminal activity or if they find areas on campus that are of a particular security and safety concern.

- **Report all criminal actions or emergencies immediately to campus security at 484-628-8222 or call 911 for local police assistance.**
- Follow up to these incidents will be performed by Security in consultation with local police and the School Director. In some cases, Security may issue a Timely Warning Security Alert via the Everbridge emergency notification system.
- The Clery Act requires that in addition to campus security, staff designated as *Campus Security Authorities (CSA)* provide statistics for annual reporting. Crimes can be reported directly to the following campus security authorities who have significant responsibility to student activities, housing, conduct, discipline, and judicial proceedings. CSA include: Security Officers, Coordinator of Student Services and/ or Resident Assistants, Faculty Advisors to student organizations, Program Director or designee, School Director or designee.
- Security officers are required to complete incident reports on all rules infractions and criminal cases reported and report all crimes occurring on campus to the local police agencies that are nearest to the campus or where the crime occurs. Security maintains the crime log and updates the Annual Security Report and Crime Log for Clery Act compliance.
- Information involving students is forwarded to the School Director for potential action, as appropriate.

Safety Awareness and Prevention Programs
The Security Department and local police agencies deliver crime awareness and prevention information every year at student orientation and during safety week at the Hospital. Each new student is provided a Security student brochure with emergency contacts. The following topics are covered during orientation:

- Security System and Cameras
- Wearing ID Badges
- Non-badge personnel
- Report lost badges immediately
- Report lost keys immediately
- Use badges not keys to open a card reader door
- Unauthorized areas
- No tailgating or providing access to unknown persons
- Lock vehicles at all times
- Keep valuables out of sight
- Call Security to accompany them to their car at night
- Use Shuttle Services
- Zero Tolerance-Weapons Policy
- Effects of Alcohol and Drugs

PHONE CONTACTS FOR THE SECURITY DEPARTMENT
In order for the security department to be effective and to offer prompt assistance, the ability to contact us is very important. The department can be contacted by the following methods:

1. Emergency call boxes: There are two **blue call boxes** located in two areas around our campus.
    - Berks Professional Building
    - In the center of the parking lot at the SOHS
    - Top level of the 5th Ave. Garage

    These devices are installed inside a post like structure with a blue light in which staff pushes the call button and talks into a speaker. Once the button is pressed, the phone inside the units will automatically dial into the Security Command Center. After the connection is made, it will not be broken until the SCC officer hangs up. These devices are available for emergency and non-emergency.

2. Regular Campus phone system: The security department can be contacted for either emergency or non-emergency calls via the campus or SOHS phone system.
    - **Emergency on campus: Security x8222 of call 911**
        - or **off campus emergency: Security at 484-628-8222 or 911**

    - Non-emergency on campus: dial extension 4126
        - or off campus non-emergency: dial 484-628-4126 or x4127

3. If you are off campus and would like to contact the security department, you can do so by dialing **484-628-4126 or 484-628-4127**. If you are outside the 610 area code, use the 610 area code prefix before dialing either number. If you are calling from a cell phone, you will dial the cell phones in this same manner.

4. If your particular need requires assistance from a particular security supervisor, you may call any one of the following numbers:

- Director of Security: Rick Periandi 484-628-5099
- Assistant Director of Security: Mike Wright 484-628-9009
- Security Supervisors: Dave Bebow 484-628-9771
- Security Supervisor: Jean Preval 484-628-9781
- Security Supervisor: John Moyer 484-628-9356 and Jeff Himmelberger 484-628-4128

VOLUNTARY AND CONFIDENTIALREPORTING

Occasionally, victims of crime seek out guidance but do not want to provide their name and/or do not want to pursue action through the criminal justice processes. Under the Clery Act, certain individuals are not required to report crimes to the Security Department, School, or police for inclusion in the annual crime statistics.

Pastoral counselor- who is a person associated with religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling within the scope of pastoral counseling.
Professional counselor- who is a person associated with official duties providing mental health counseling to members of the Reading Hospital and School community and who practice within his or her license or certification.

It should be noted that pastoral and professional counselors are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis to the campus security authority for inclusion in the annual security report of campus crime statistics.

COMMUNICATING SECURITY INFORMATION TO THE CAMPUS COMMUNITY

It is the desire of the security department to keep everyone informed on campus about potential crime risks, ways to avoid becoming a victim and what to do if victimized. The security department makes every effort to communicate crime statistics and information on criminal activity accurately and in a timely fashion. These efforts include:

- Compilation of a Daily Crime Log can be viewed within 2 business days after request
- Safety Committee Reports
- Circulation of the Annual Campus Security Act Report to all current and prospective students (via student handbook).
- Use of News Around the Clock and Hospital Webpage
- Use of an open door policy with members of the campus community. If anyone wants statistics or related information, the security department is able to provide it.
- In the event of a major incident/crisis, whether it is crime related or a manmade or natural disaster, notification via phone and the Everbridge Notification System will be done as quickly as appropriate information can be compiled.
- Safety Awareness Programs

TIMELY WARNINGS POLICY

If a crime or series of crimes have occurred on campus or close to campus and could be considered a threat to other students, employees, and faculty, The Reading Hospital and Medical Center Security department and School Director may implement a "Security Timely Warning Alert." The Director of Security or designee and the School Director or designee are responsible for making the decision to initiate, prepare, and send out timely warnings. In the event that the School Director in unavailable, the Director of Security or on shift supervisor will make the determination to initiate, prepare, and send out timely warnings.

The dissemination of information is accomplished through the manual distribution of an authorized ***"Security Alert",*** campus wide e-mail or the ***Everbridge Notification System.*** Through these e-mail and phone message alerts, members of the campus community are provided with prompt notice of incidents that may have a direct impact on their safety and security.

MISSING STUDENT POLICY

Students who are suspected to be missing persons should be reported immediately to The Reading Hospital and Medical Center's Security Department (484-628-8222) and the Coordinator of Student Services (484-628-0104). If TRHMC Security Department determines a student who has been reported missing has been missing for 24 hours, they will collaborate with The Reading Hospital School of Health Sciences Director or designee to:

- Notify the suspected missing person's emergency contact (MSC);

- Notify a parent or guardian if the student is under 18 years old; and
- Notify appropriate law enforcement officials.

Note: The school may choose to notify parents, guardians, other emergency contacts, or the local police regardless of the missing student's age or the length of time missing. (i.e. nothing precludes an institution from notifying a student's parents, or anyone else they deem necessary, that the student is missing - the FERPA health and safety exception fully permits this.)

BUILDING/CAMPUS ACCESS

Building access is available to students via school-issued Identification Cards. Student access to the building is permitted at the following times: Monday through Friday 0645 to 2200 and Saturday and Sunday 0645 to 1700
(Exception: The school will be closed according to the academic calendar. Hours are subject to change according to the needs of the school. Students can call 484-628-0100 prior to coming to the school on a weekend and verify that the building is open.) All students are expected to swipe their ID badge when entering the building (this assists with identification of students in the building during unexpected periods requiring emergency management.) The complete Campus/Building Access Policy can be viewed at http://www.readinghospital.org/sohs/policies

Residence Hall Access
Scholars Inn is a non-campus housing facility located at the Inn at Reading. The student resident wing is equipped with an electronic card access reader to assist in controlling building access. Each resident is issued one access card by the Inn at Reading at the time of check-in. In the case of a lost card, it is important for the student to inform the Inn at Reading lobby attendant as quickly as possible. In some cases, both residents occupying the room may need to receive a replacement card. Residents and guests are to abide by the rules and regulations in the Residence Life Student Handbook.

Maintenance of Facilities
While on patrol, security officers make inspections of cameras, lighting, doors, window, locks, or any other problem areas around the campus. Repairs of malfunctioning hardware such as locks push pads, card readers are submitted to the Hospital Facilities Management Department. The Hospital Facilities Management Department responds to reports of inoperable doors, burned out lights, and other requests as needed. The Inn at Reading provides routine maintenance and repairs to Scholar Hall rooms and card system.

EMERGENCY PLAN POLICY
Immediate Threats: All Hazards to include but not limited to, Terrorists Attack, Natural Disaster, Environmental, Weather, and other. This involves immediate threats to health or safety of students or employees occurring on Campus. When a potential or actual emergency is identified, it should be brought to the immediate attention of Security Command Center (SCC) at **8222**. SCC should be contacted immediately after calling 911. The Reading Hospital and Medical Center conducts disaster drills to test the emergency management plans and procedures. Student involvement in support of the Emergency Management Plan of The Reading Hospital and Medical Center is on a voluntary basis. The School Administrators, Directors and Faculty will encourage students to fulfill the ethical obligation to support the needs of the hospital and its patient population in the event of an emergency. The policies on Emergency Plan Policy 380 and Student Participation in TRHMC Emergency Management can be found online at http://www.readinghospital.org/sohs/policies.

FIRE SAFETY
Information on fire safety and emergency preparedness is presented annually to all students during the mandatory OSHA* training. (*Occupational Safety and Health Administration) Preparedness for an actual fire is the best policy. The School and Residence Hall conducts 2 to 3 fire drills during the academic year. All employees must complete mandatory online learning for fire safety and emergency response. The policy on Fire Safety-General Information can be found online at http://www.readinghospital.org/sohs/policies.

REPORTING CRIMES/CRIMINAL ACTIVITY/SUSPICIOUS PERSONS AND ACTIVITY
All members of the campus community are expected to assist the security department in making our hospital a safe place for everyone by reporting emergencies and **criminal activity immediately to the Security Department via extension X8222.** All security department numbers as well as **local law enforcement phone numbers (911)** are posted throughout the SOHS, the hospital campus, the campus phone directory, campus telephones and the hospital's website. Calls can be placed to the Security Command Center on any in-house phone. In house phones are scattered throughout the main campus in hallways and lobbies. Telephones are located at each lobby at the main campus. Trained SCC officers are available 24/7 to respond to emergency calls. When notifying the SCC, you should be prepared to supply the following information to the officer:

- Nature of incident
- Location of incident

- Description of person(s) involved:
  * perpetrator, suspicious person, assailant
  * victim
- Description of property involved (if criminal in nature).
- Suspected injury or condition (if applicable).
- Your name and where the responding officer can locate you.

If you witness a crime, call the security department at X8222 and officers will be dispatched immediately to your location or to the location of the incident. You should remain at the scene to assist officers when they arrive by supplying them with any and all information. If medical or other law enforcement assistance is required, tell the SCC officer at the time of your call so this assistance can be dispatched without unnecessary delay.

HOW CRIMES ARE DEFINED:

In order to classify crimes accurately and correctly, the Clery Act requires institutions to use the definitions taken from the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting Handbook (UCR). The Clery Act also requires institutions to disclose three general categories of crime statistics:

1. ***Types of offenses –*** Criminal Homicide, which includes Murder, Negligent and Non-negligent manslaughter; Sex offenses including forcible and non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
2. **Hate Crimes - Disclose** whether any of the above mentioned offenses, or any other crimes involving bodily injury, were hate crimes.
3. **Arrests and Referrals for Disciplinary Action –** for illegal weapons possession and violation of drug and liquor laws.

TYPES OF CRIMES:

Criminal Homicide:

- ***Murder and Non-Negligent Manslaughter*** – the willful (non-negligent) killing of one human being by another; (eg. death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime).
- ***Negligent Manslaughter*** - the killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control from a person or group of people by force, the threat of force/violence, of putting the victim in fear.

Aggravated Assault: Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury and could hands and feet. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. The UCR considers a weapon to be a commonly known weapon (firearm, knife, club, etc) or any other item which although not usually thought of as a weapon, becomes one in the commission of a crime.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding).

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

WEAPONS POLICY

Weapons of any sort are not permitted on School property. TRHMC Personnel and Procedure Policy "Weapons" will be followed. All patients, visitors, students, employees, and contractors are prohibited from carrying any firearm or weapon with the exception of on-duty law enforcement and correctional officers. If any person in violation of the weapons policy fails to comply with the weapons policy and fails to leave the property, the person could be charged with **DEFIANT TRESPASS.**

SEX OFFENSE INFORMATION:
The Reading Hospital and Medical and the SOHS is committed to maintaining an environment supportive of primary educational mission and free from exploitation, harassment and intimidation. It will not tolerate sexual assault or other forms of nonconsensual sexual activity. This policy is supported for students, faculty, and staff through education, counseling and medical services. The SOHS strictly enforces this policy by disciplinary action as well as prosecution through our judicial system. Offenses under this policy include any sexual act directed against another person forcibly and/or against that person's will or against that person's will where the victim is incapable of giving consent due to his or her youth, and temporary or permanent mental or physical incapacity.

Victims of sex offenses are strongly urged to report the offense as soon as possible after the incident. Persons on campus who are prepared to provide support and information, resources and options for action to the victim are security, staff of SOHS, the hospital's chaplain, social services, TCMH and Director of the SOHS. A student or other campus member may also **report a sexual assault to the local police at 911 and Security at 484-628-8222.**

If you have been raped you have to decide whether to report the rape to security begin the process through SOHS and whether or not you are also going to report the rape to the police. These are not mutually exclusive processes. The Reading Hospital and Medical Center is required by federal law to have a sexual assault policy to deal with rape and sexual assault on campus and are required by law to make this information widely and easily available to the campus community. The policies on rape and sexual assaults are as follows:

- Policy for Suspected Rape Victims – Administrative Policy and Procedure No, 180.5
- Suspected Victims of Abuse, Domestic Violence – Administrative Policy and Procedure No. 480.5
- Domestic Violence Screening and Referral – Administrative Policy and Procedure No. 10.67

PENNSYLVANIA SEX OFFENDER REGISTRY
The Campus Sex Crimes Prevention Act of 2000 requires sex offenders, when they register with the appropriate law enforcement agency, to indicate whether or when they are enrolled, employed, or volunteering on a college campus. The registering agency must share that information with the relevant colleges/schools, and the colleges/schools must tell students, faculty members, administrators, and staff members where information on registered sex offenders can be obtained. Students and faculty can find this information on the PA State Police otherwise known as the Megan's Law Website online at http://www.pameganslaw.state.pa.us.

WHAT WILL THE SECURITY DEPARTMENT DO?
All incidents should be reported in a timely manner. Reports of sexual assault will be thoroughly investigated in a timely manner by the school as well as the security department and where necessary, reported to Reading or West Reading Police. All investigations will include the alleged victim, the alleged perpetrator, and available witnesses.

During the Incident:

- If security is called while the incident is in progress, our first goal will be to secure the safety of the individual or individuals involved.
- We will assist you in obtaining medical attention if necessary which may involve a sexual assault examination to check for STD's and injury, as well as to collect evidence of the crime. If you choose to have this type of exam, we ask that you avoid showering or changing clothing prior to the exam. Police will collect these items as evidence.

After the Incident:

- An investigator will be made available to you in a timely manner. You also have the option of speaking to a female officer/investigator. Security will discuss all of your options with you and support you in whatever decision you decide to make. An alleged victim's cooperation is paramount as the alleged victim will be asked to share all available information about the incident.
- If you are comfortable in making a formal complaint, you will be asked to write down everything that has happened.

On Campus Options: There are a number of on as well as off campus options that we can advise you of and assist you with. Some of these may include:

- Use of safe-rooms (on call rooms, K-Bldg, M-Bldg, unused patient rooms, etc.)
- Informal resolution through the Dean of Student's office
- Changing of access codes or locks to deny a suspect access to your work space or de-activation of suspects badge entirely
- on campus disciplinary procedures
- Quest Employee Assistance Program, The Center for Mental Health, Social Services, Chaplaincy Services

Off Campus Options:

- Use of off campus room facilities (e.g. Country Inn and Suites)
- assist local law enforcement in conducting a full police investigation
- assist you in obtaining a restraining order (PFA) on the individual in question
- counseling through Berks Women in Crisis and Berks County Victim Services

Types of Sex Offenses:

Non-forcible rape – Incest and statutory rape.

Statutory rape – Non-forcible sexual intercourse with a person who is under the age of consent.

Forcible:

Rape – Carnal knowledge of a person, forcible and/or against the person's will, or not forcibly or against the persons will where the victim is incapable of giving consent because of his/her temporary temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy – oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent due to his/her youth, or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling – 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 due to his/her youth, temporary or permanent mental or physical incapacity.

Sexual Assault with an Object – Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal openings of the body of another person, 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 temporary or permanent mental or physical incapacity.

HATE CRIMES:

Bias-motivated violence or threats targeting students, staff, or faculty not only impair the educational mission of an institution of higher learning but also deprive young men and women of the chance to live and learn in an atmosphere free of fear and intimidation. No college campus is immune to the risk of hate violence.

(U.S. Dep't of Justice, Office of Justice Programs)

As with sexual offenses, The Reading Hospital and Medical Center and the SOHS will not tolerate prejudice or bias of any kind from students, staff, faculty or employees. The hospital recognizes hate crimes as an important issue which can be alleviated through educational programming, mandatory training, and hate crime awareness.

Categories of Bias are:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender:** Negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion:** Negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g. Catholics, Jews, Protestants, Muslims, atheists, etc.).
- **Sexual Orientation:** Negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex, (e.g., gays, lesbians, heterosexuals).
- **Ethnicity/National origin:** Negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics)
- **Disability:** Negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

New Reportable Hate Crimes:

On August 14, 2008 the Clery Act was amended to include larceny/simple assault, intimidation and Destruction/damage/vandalism (except arson) as reportable categories of hate crimes. These new reporting categories are only reported if motivated by bias as determined by one of the six biases

categories, They are not reported under the general Clery Act crime statistics. These new offenses;
Larceny- Theft:
Pocket Picking, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, All other Larceny, Simple Assault, Intimidation, Destruction/ Damage/Vandalism of Property except Arson.

HARRASSMENT:
Harassment is against the law and explicitly prohibited by Title VII of the 1964 Civil Rights Act, and Pennsylvania Law. The SOHS is dedicated to providing an environment free of all forms of harassment or intimidation based on race, sex, age, religion, national origin, disability, marital status, sexual orientation and other areas protected by applicable law. Harassment (also see Hate Crimes) will not be tolerated by the SOHS. The SOHS follows a comprehensive Anti-Harassment Policy set forth by The Reading Hospital and Medical Center.

- **Definition of Harassment**:
  Unwelcome conduct, comments, touching, teasing, joking, or intimidation constitute harassment when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement.
  - Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.
- **Examples of Harassment**:
  The kinds of behaviors which may constitute harassment include, but are not limited to:
  - Insults and comments directed toward an individual based on any category protected by law.
  - Repeated unwanted touching, patting, pinching, or repeated inappropriate social invitations.
  - Jokes or stories directed towards a member of a protected class that is considered derogatory.
  - Repeated requests or demands for favors (either sexual or not) accompanied by implicit or explicit promised rewards or threatened punishment.

ANTI- HARRASSMENT POLICY
The Reading Hospital School of Health Sciences is committed to providing an environment free from harassment of any form. TRHMC Personnel Policy and Procedure "Anti-Harassment" will be followed. TRHMC is committed to providing a work environment that is free of discrimination and improper harassment. Therefore, TRHMC policy prohibits discrimination or harassment of, or by, any TRHMC officer or executive, Department Head/designee, other employee, applicant, temporary worker, patient, vendor, visitor, or other non-employee rendering services to TRHMC on the basis of the following protected statuses: race, color, creed, age, religion, sex, sexual orientation, national origin, citizenship, marital status, application with or service in the military, disability, gender identity, or other legally protected characteristic under applicable local, state, or federal law. TRHMC has zero tolerance regarding such harassment, and such conduct will not be tolerated. The purpose of this policy is to ensure a work environment free of any type of improper harassment. All members of management are accountable for the effective administration of this policy.

SUBSTANCE ABUSE POLICY and AWARENESS
The School is committed to providing and maintaining an environment for students that is safe, healthful, secure and drug free. The School provides substance abuse education program aimed at preventing alcohol abuse and illegal drug use. Program includes online videos with follow-up email communications and tests designated to education students on the risks of substance abuse and the teach strategies for handling dangerous situations. The Substance Abuse policy can be found online at http://www.readinghospital.org/sohs/policies.

SALE OR USE OF ILLEGAL DRUGS OR ALCOHOL AND ASSOCIATED RISKS:
The Reading Hospital SOHS complies with, and will enforce, all federal and state laws which prohibit the use, sale, and possession of illegal drugs. The Reading Hospital SOHS will also enforce Pennsylvania laws regarding underage drinking and the use of alcohol on campus. The sale or use of illegal drugs or alcohol is subject to school discipline up to an including expulsion as well as criminal prosecution. The SOHS will not shield any student, faculty member, employee, or visitor from action by law enforcement or hospital security. Information regarding the school's sanctions concerning alcohol and drug violations can be found in the Student Handbook. All actions indicated by this policy are to be coordinated with the School and Program Directors accordingly.

- **State Law of PA on Alcoholic Beverages:**
  It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase,

consume, possess, or transport an alcoholic or malt or brewed beverage within the Commonwealth. The State Liquor Control Board operates under the State Law. It is a misdemeanor to unlawfully transfer a registration card for the purpose of falsifying age to secure malt or alcoholic beverages. The Commonwealth of Pennsylvania in 1988, enacted legislation (Act 31) to address the problem of underage drinking. Some of the penalties are as follows:

- 90-day suspension of driver's license and $300 fine for any minor who purchased, consumes, transports, or is in possession of alcoholic beverages or who misrepresents his/her age to obtain alcoholic beverages.
- 90-day suspension of driver's license and $500 fine for minors carrying or using false I.D. cards.
- Fines of at least $1,000 in addition to a possible prison term for manufacture or sale of false I.D. cards, selling, or furnishing alcohol to minors.

The Controlled Substance, Drug, Device and Cosmetic Act (Act 64) enacted by the Commonwealth of Pennsylvania on April 14, 1972, prohibits the manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance. Mandatory minimum penalty imposed upon first time offenders convicted of violating this law ranges from one year imprisonment and $5,000 fine to five years and $50,000 fine, depending on type and amount of controlled substance in question. Legal penalties may be exacted for the unlawful possession or distribution of illicit drugs. Penalties for drug violations are as follows:

- In Pennsylvania, the Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. 780-101 – 780-960.7 prohibits, inter alia, the manufacture, sale or delivery, holding, offering for sale or possession of any controlled substance or other drug, device or cosmetic that is unadulterated or misbranded. Violations of the Controlled Substance Drug, Device and Cosmetics Act are punishable by imprisonment, fine or both.
- The Federal Controlled Substances Act, 21 U.S. Code 841 et seq, prohibits the knowing or intentional manufacture, distribution, dispensing, or possession with intent to manufacture, distribute, or dispense a controlled or counterfeit substance, violations of which also are punishable by imprisonment, fine, or both.

Detailed description of Federal trafficking penalties for substances covered by the Controlled Substances Act can be found at the U.S. Drug Enforcement Administration web site http://www.dea.gov/agency/penalties.htm.

- **Effects of Alcohol Consumption**:
  In addition to disciplinary consequences, there is several safety issues directly related to drug and alcohol consumption. The use of these substances will:
  - cause impaired judgment, which can lead to vulnerability or poor decision making.
  - be a factor in date or acquaintance rape incidents or any other sexual assault. The effects of alcohol will often lead to unsafe consensual or non-consensual sexual relations.
  - impair judgment and coordination required to operate a motor vehicle safely
  - give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others.
  - in moderate to high doses lead to marked impairments in mental functions, severely altering a person's ability to learn and remember information.
  - in very high doses cause respiratory depression and death
  - birth defects and mental retardation in user's children
  - when combined with other drugs, alcohol can intensify or alter the effect of the drug, cause nausea, sweating, severe headaches, convulsions and overdose
  - addiction or chemical dependency
  - health problems (e.g. cirrhosis of the liver)

See Pages 9 through 11 for Charts of Drug/Alcohol Abuse and their effects

(taken from the Department of Justice site on drugs of abuse and their effects)
http://www.usdoj.gov/dea/concern/abuse/charts/chart4/contents.htm

DRUGS OF ABUSE / Uses and Effects

U.S. Department of Justice
Drug Enforcement Administration

				Dependence							
Drugs	**CSA Schedules**	**Trade or Other Names**	**Medical Uses**	**Physical**	**Psycho-logical**	**Tolerance**	**Duration (Hours)**	**Usual Method**	**Possible Effects**	**Effects of Overdose**	**Withdrawal Syndrome**
Narcotics											
Heroin	Substance I	Diamorphine, Horse, Smack, Black tar, *Chiva*, *Negra (black tar)*	None in U.S., Analgesic, Antitussive	High	High	Yes	3-4	Injected, snorted, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	Substance II	MS-Contin, Roxanol, Oramorph SR, MSIR	Analgesic	High	High	Yes	3-12	Oral, injected			
Hydrocodone	Substance II, Product III, V	Hydrocodone w/ Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab	Analgesic, Antitussive	High	High	Yes	3-6	Oral			
Hydro-morphone	Substance II	Dilaudid	Analgesic	High	High	Yes	3-4	Oral, injected			
Oxycodone	Substance II	Roxicet, Oxycodone w/ Acetaminophen, OxyContin, Endocet, Percocet, Percodan	Analgesic	High	High	Yes	3-12	Oral			
Codeine	Substance II, Products III, V	Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet or Tylenol w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-4	Oral, injected			
Other Narcotics	Substance II, III, IV	Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex	Analgesic, Antidiarrheal, Antitussive	High-Low	High-Low	Yes	Variable	Oral, injected, snorted, smoked			
Depressants											

gamma Hydroxybutyric Acid	Substance I, Product III	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	None in U.S., Anesthetic	Moderate	Moderate	Yes	3-6	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Benzodiazepines	Substance IV	Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2), Klonopin	Antianxiety, Sedative, Anti-convulsant, Hypnotic, Muscle Relaxant	Moderate	Moderate	Yes	1-8	Oral, injected			
Other Depressants	Substance I, II, III, IV	Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)	Antianxiety, Sedative, Hypnotic	Moderate	Moderate	Yes	2-6	Oral			
Stimulants											
Cocaine	Substance II	Coke, Flake, Snow, Crack, *Coca, Blanca, Perico, Nieve*, Soda	Local anesthetic	Possible	High	Yes	1-2	Snorted, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increased body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamine/ Meth-amphetamine	Substance II	Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn	Attention deficit/ hyperactivity disorder, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected, smoked			
Methylphenidate	Substance II	Ritalin (Illy's), Concerta, Focalin, Metadate	Attention deficit/ hyperactivity disorder	Possible	High	Yes	2-4	Oral, injected, snorted, smoked			
Other Stimulants	Substance III, IV	Adipex P, Ionamin, Prelu-2, Didrex, Provigil	Vaso-constriction	Possible	Moderate	Yes	2-4	Oral			
Hallucinogens											
MDMA and Analogs	Substance I	(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB	None	None	Moderate	Yes	4-6	Oral, snorted, smoked	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance, cardiac arrest	Muscle aches, drowsiness, depression, acne
LSD	Substance I	Acid, Microdot, Sunshine, Boomers	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, altered perception of	(LSD) Longer, more intense "trip" episodes	None
Phencyclidine and Analogs	Substance	PCP, Angel	Anesthetic	Possible	High	Yes	1-12	Smoked,		Unable to	Drug seeking

	I, II, III	Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP	(Ketamine)					oral, injected, snorted	time and distance	direct movement, feel pain, or remember	behavior *Not regulated
Other Hallucinogens	Substance I	Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahausca, DMT, Dextro-methorphan* (DXM)	None	None	None	Possible	4-8	Oral			
Cannabis											
Marijuana	Substance I	Pot, Grass, Sinsemilla, Blunts, *Mota*, *Yerba*, *Grifa*	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disorientation	Fatigue, paranoia, possible psychosis	Occasional reports of insomnia, hyperactivity, decreased appetite
Tetrahydro-cannabinol	Substance I, Product III	THC, Marinol	Antinauseant, Appetite stimulant	Yes	Moderate	Yes	2-4	Smoked, oral			
Hashish and Hashish Oil	Substance I	Hash, Hash oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Anabolic Steroids											
Testosterone	Substance III	Depo Testosterone, Sustanon, Sten, Cypt	Hypogonadism	Unknown	Unknown	Unknown	14-28 days	Injected	Virilization, edema, testicular atrophy, gyneco-mastia, acne, aggressive behavior	Unknown	Possible depression
Other Anabolic Steroids	Substance III	Parabolan, Winstrol, Equipose, Anadrol, Dianabol, Primabolin-Depo, D-Ball	Anemia, Breast cancer	Unknown	Yes	Unknown	Variable	Oral, injected			
Inhalants											
Amyl and Butyl Nitrite		Pearls, Poppers, Rush, Locker Room	Angina (Amyl)	Unknown	Unknown	No	1	Inhaled	Flushing, hypotension, headache	Methemo-globinemia	Agitation
Nitrous Oxide		Laughing gas, balloons, Whippets	Anesthetic	Unknown	Low	No	0.5	Inhaled	Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death	Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions
Other Inhalants		Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid	None	Unknown	High	No	0.5-2	Inhaled			
Alcohol		Beer, wine, liquor	None	High	High	Yes	1-3	Oral			

CAMPUS CRIME REPORTED BY CAMPUS SAFETY AND SECURITY

Reported in accordance with the Uniform Crime Reporting procedures and

the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Total Crimes Reported for:	**SOHS**			**TRHMC**			**Public Property**			**Non Campus**			**Total**		
Offense Type (includes attempts)	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	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	0	0	0
Aggravated Assault	0	0	0	5	1	4	0	0	0	0	0	0	5	1	4
Burglary	0	0	0	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	0	0	0
Motor Vehicle Theft	0	0	0	2	0	1	0	0	0	0	0	0	2	0	1
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes (by prejudices)															
Race	0	0	0	0	0	0	NA	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	NA	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	NA	0	0	0	0	0	0	0	0
Sex Orientation	0	0	0	0	0	0	NA	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	NA	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	NA	0	0	0	0	0	0	0	0
Bias Motivated Incidents	0	0	0	0	0	0	NA	0	0	0	0	0	0	0	0
Number of Administrative Sanctions by Campus Safety and Security															
Offense Type:	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**
Alcohol Sanctions	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Warnings	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Referral	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Drug Sanctions	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Warnings	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Referral	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Sanctions	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Number of Arrests By Reading Police For Selected Offenses															
Offense Type:	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**	**2009**	**2010**	**2011**
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of Arrests By West Reading Police For Selected Offenses																		
Offense Type:		2009	2010	2011		2009	2010	2011		2009	2010	2011		2009	2010	2011		2009	2010	2011
Liquor Law Violations		0	0	0		0	0	0		0	0	0		0	0	0		0	0	0
Drug Law Violations		0	0	0		0	0	2		0	0	0		0	0	0		0	0	2
Weapons Law Violations		0	0	0		0	0	0		0	0	0		0	0	0		0	0	0
Number of Arrests By Wyomissing Police For Selected Offenses																				
Offense Type:		2009	2010	2011		2009	2010	2011		2009	2010	2011		2009	2010	2011		2009	2010	2011
Liquor Law Violations		0	0	0		0	0	0		0	0	0		0	0	0		0	0	0
Drug Law Violations		0	0	0		0	0	0		0	0	0		0	0	0		0	0	0
Weapons Law Violations		0	0	0		0	0	0		0	0	0		0	0	0		0	0	0