All residence halls are assigned a full-time Area Coordinator and one or more part-time Resident Assistants, all of whom are knowledgeable of security policies and reporting procedures. Public Safety Department assistance may be requested by residence hall staff, students or guests; however, Public Safety personnel do not patrol inside the residence halls on a regular or routine basis.

G. POLICY AND ANY SPECIAL SECURITY PROCEDURES FOR RESIDENT STUDENTS DURING LOW-OCUPANCY PERIODS, SUCH AS HOLIDAYS AND VACATION PERIODS.
During low-occupancy periods, in addition to normal operational practices, guests are restricted to members of the student’s immediate family.

H. POLICY ON THE HOUSING OF GUESTS AND OTHERS NOT ASSIGNED TO RESIDENCE OR NOT REGULARLY ASSOCIATED WITH THE UNIVERSITY.
During the regular academic year, students’ overnight guests must register with the appropriate residence hall staff members. Generally, during this period of time, special outside groups are not housed in the residence halls; they are housed only during the summer months, when most of the residence halls are closed to regularly enrolled students.

4. STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT, INCLUDING AUTHORITY OF SECURITY PERSONNEL AND POLICIES ENCOURAGING REPORTING OF CRIME.
A. THE ADMINISTRATIVE OFFICE RESPONSIBLE FOR SECURITY ON THE CAMPUS.
The Public Safety Department is assigned to the Director of Public Safety, under the Vice President for Administration.

B. A DESCRIPTION OF THE TYPE AND NUMBER OF PUBLIC SAFETY PERSONNEL UTILIZED BY THE INSTITUTION, INCLUDING A DESCRIPTION OF THEIR TRAINING.
The Public Safety Department employs a director, sergeant, public safety manager and eleven (11) full-time and part-time officers in Moon Township. The officers are sworn by the Allegheny County Court of Common Pleas and certified under Public Law 235 (the Lethal Weapons Act of 1974). This certification is issued by the Pennsylvania State Police at the completion of the certification course. There are three (3) full and part-time officers in Pittsburgh, and all are certified under Public Law 235 (the Lethal Weapons Act of 1974).

C. THE ENFORCEMENT AUTHORITY OF PUBLIC SAFETY PERSONNEL, INCLUDING THEIR WORKING RELATIONSHIP WITH STATE AND LOCAL POLICE AGENCIES.
Ten (10) officers are commissioned under the General Laws of the Commonwealth of Pennsylvania. These officers are armed and empowered to make an arrest on Robert Morris property or any areas adjacent to the University. The University has established informal working relationships with the Moon Township Police, Pittsburgh Police, Neville Township Police and other local law enforcement agencies.

D. POLICY ON REPORTING CRIMINAL INCIDENTS TO STATE AND LOCAL POLICE.
When appropriate, criminal incidents occurring in Moon Township are reported to the Moon Township Police. Similar incidents occurring in Pittsburgh are reported to the Pittsburgh Police, and incidents occurring at the Island Sports Center to the Neville Township Police.

E. THE UNIVERSITY COMMUNITY THROUGH VARIOUS PROGRAMS AND MEDIA IS ENCOURAGED TO REPORT CRIME AND, TO THE EXTENT PROVIDED BY LAW, MAY REMAIN ANONYMOUS. STRICT POLICIES ARE IN EFFECT TO DISCOURAGE ANY FORM OF RETALIATION.

5. DESCRIPTION OF THE TYPE AND FREQUENCY OF PROGRAMS TO INFORM THE CAMPUS COMMUNITY ABOUT SECURITY PROCEDURES AND ENCOURAGE INDIVIDUALS TO BE RESPONSIBLE FOR THEIR OWN SECURITY.

6. DESCRIPTION OF PROGRAMS ABOUT CRIME PREVENTION.
The students are advised at orientation and through Residence Life programming and written materials as to crime prevention procedures. The Public Safety personnel are highly visible and use conspicuously marked vehicles. There is constant communication by radio between the Public Safety, Residence Life and Physical Plant departments. The Public Safety Department has a strong relationship with the Moon Township Police, Pittsburgh Police, Neville Township Police and other local law enforcement agencies and may exchange reports and pertinent information. Information is also exchanged among the security departments of the local colleges through a Pittsburgh Council of Higher Education designed for that purpose.
Robert Morris University Crime Statistics for Moon Township, Downtown Pittsburgh, Residence Halls, Island Sports Center, and Other Properties and Locations.


1. CURRENT CAMPUS POLICIES REGARDING PROCEDURES AND FACILITIES FOR REPORTING CRIMES AND EMERGENCIES AND THE UNIVERSITY'S RESPONSE TO SUCH REPORTS.

All such incidents on either campus of Robert Morris University shall be reported to Public Safety by any member of the University community. All incidents shall be reported to the Resident Assistant, Area Coordinator or Director of Residence Life and Judicial Affairs, who shall report to Public Safety and Campus Health Services, if appropriate. In cases of sex offenses, an individual may report this crime to designated resource personnel (see Sexual Harassment Policy). The University's response to reports of criminal activity on other campuses is as prompt, professional and efficacious as time and resources permit. This response is usually effected by Public Safety; but when appropriate, the Residence Life Office, Public Relations Office, Student Affairs Office and/or the Department of Psychology may also become involved.

A log shall be kept of all such reported incidents and reviewed each day by the Director of Public Safety. This log shall be deemed to be a public record available without cost for examination and inspection by the public during regular business hours and all other reasonable times at the Public Safety Department.

2. STATEMENT OF CURRENT POLICIES CONCERNING SECURITY OF AND ACCESS TO CAMPUS FACILITIES.

Robert Morris University endeavors to ensure the safety and security of the campus community. The University has a certified Security Coordinator who maintains a listing of all pertinent information regarding criminal activity on the campuses; but in the spirit of academic freedom and free expression of ideas, Robert Morris University does not actively engage in surveillance activities on the campuses.

All exterior residence hall doors are locked 24 hours a day. The residence hall staff regularly trims and eliminates shrubbery when necessary, as well as augments and updating of walkways and parking lots. In addition, Code Blue Emergency Telephone Terminals are located strategically throughout the campus, and telephones are available in every classroom.

All facilities and programs are available to all members of the University community who have a legitimate right to use and participate in them. Access by the members of the University community, guests and other individuals is limited and restricted to specific facilities and programs. In Moon Township, the University residence halls have their own rules and regulations regarding their guests and other individuals, which differ from the other University facilities and programs. These procedures can be found on the Internet at www.rmu.edu.

3. THE TYPES OF STUDENT HOUSING AVAILABLE AND THE POLICIES INVOLVED.

A. TYPES OF STUDENT HOUSING AVAILABLE (ON-CAMPUS, OFF-CAMPUS, SINGLE ROOM, APARTMENTS, DOUBLE, GROUND, FORMER, COED, UNDERGRADUATE, GRADUATE, ETC.).

In Moon Township, housing is available for unmarried undergraduate and graduate students in single- and coeducational residence halls with single, double or triple rooms and apartments.

B. POLICIES ON HOUSING ASSIGNMENTS AND REQUESTS FOR STUDENTS FOR ASSIGNMENT CHANGES:

Assignments are based upon date of contract and payment of deposit for both continuing and new students. Requests for assignments changes are based on availability of space.

C. POLICIES CONCERNING THE IDENTIFICATION AND ADMISSION OF VISITORS IN STUDENT HOUSING FACILITIES:

Each resident student has a key or identification card to the main outside entrance door and to his/her residence hall. All outside doors are locked at all times. Each resident student is responsible for admitting his/her own guests in compliance with the University visitation policy, which can be found on the Internet at www.rmu.edu. Overnights guests must register with the residence hall staff member, and the host resident is responsible for the behavior of his/her guests.

All guests must present the proper means of identification when requested by a University official.

D. MEASURES TO SECURE ENTRANCES TO STUDENT HOUSING FACILITIES.

All exterior residence hall doors are locked 24 hours a day. The residence hall staff regularly monitors all outside doors to ensure that they are not blocked open in any way.

E. STANDARDS FOR SECURITY FEATURES USED TO SECURE DOORS AND WINDOWS IN STUDENTS' ROOMS.

Keys that cannot be duplicated are used for entrance doors and student room locks. All operable residence hall windows are equipped with locks and stops. The apartment complex is equipped with an identification card access system.

F. A DESCRIPTION OF THE TYPE AND NUMBER OF EMPLOYEES, INCLUDING PUBLIC SAFETY PERSONNEL, ASSIGNED TO THE STUDENT HOUSING FACILITIES WHICH INCLUDES A DESCRIPTION OF THEIR SECURITY TRAINING.

The crimes reported for Robert Morris University are calculated by dividing the number of full-time equivalent undergraduate students, graduate students and employees into the number of incidents for each category of crime. To meet reporting requirements for 2003, statistics are separated for Moon Township, Pittsburgh, Island Sports Center, residence halls and other properties and locations for the federal Department of Education and combined for the Pennsylvania State Police. The categories "Residence Halls" and "Other" in Table I are included as required by amendment of federal act effective Oct. 7, 1996, but not included in the crime rates.

### TABLE I

<table>
<thead>
<tr>
<th>Incidents occurred off-campus on property adjacent to Moon/Pittsburgh. No arrest or charges filed in one incident.</th>
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<tbody>
<tr>
<td>Housing in Moon Township. There is no University housing facility in Pittsburgh.</td>
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</table>

### TABLE II

<table>
<thead>
<tr>
<th>Total number of non-student employees working at the University as of Sept. 1, 2003:</th>
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### TABLE III

<table>
<thead>
<tr>
<th>All Other Offenses (Except Traffic)</th>
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The text includes information on the crime rate for Robert Morris University, the student population at Robert Morris University, and various tables detailing incidents and crime rates at different locations on campus.

- **TABLE I**: Details incidents and crime rates, including those that occurred off-campus on property adjacent to Moon/Pittsburgh, noting that no arrest or charges were filed in one incident.

- **TABLE II**: Lists the total number of non-student employees working at the University as of Sept. 1, 2003.

- **TABLE III**: Provides a breakdown of all other offenses (except traffic) and details concerning the crime rate for these offenses.

- The text also covers current campus policies, including procedures and facilities for reporting crimes and emergencies, the University's response to such reports, and the identification and admission of visitors in student housing facilities.

- Policies on housing assignments and requests for students for assignment changes are described, along with policies concerning the security of and access to campus facilities.

- The types of student housing available and the policies involved are outlined, including on-campus, off-campus, single room, apartments, double, ground, former, coed, undergraduate, graduate, etc.

- Measures to secure entrances to student housing facilities, along with standards for security features used to secure doors and windows in students' rooms, are provided.

- A description of the type and number of employees, including public safety personnel, assigned to the student housing facilities, which includes a description of their security training, is included.