



# ERIE COUNTY COMMUNITY COLLEGE

**2025 Annual Security Report (Clery Report)**

## I. Introduction

Founded in 2021, Erie County Community College (EC3) is the newest higher education institution within the Commonwealth of Pennsylvania. With a mission centered on access, innovation, and employability, EC3 aims to create a future-ready workforce while advancing social and economic equity across both rural and urban communities. The College maintains a deep commitment to diversity, community partnerships, and student-centered practices.

EC3 is committed to the safety and well-being of all students, faculty, staff, and visitors. This Annual Security Report (ASR) is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). It outlines EC3's policies on campus safety, procedures for reporting crimes, and crime statistics for the past three years. The ASR reflects EC3's mission to uplift the region through affordable access, innovative education, and workforce training in a safe and inclusive environment.

### Reporting EC3 Campus Addresses:

EC3 Erie West: 2403 W 8th St. Erie, PA 16505 814-413-7000

EC3 Summit: 8500 Oliver Road Erie, PA 16509 814-413-7000

EC3 East: St. Benedict Education Center 330 East 10th Street Erie, PA 16503 814-413-7000

## **Policy VII.A.1: Security and Workplace Safety**

Erie County Community College strives to have a workplace that is healthy, secure and safe for students, employees and visitors. The Vice President for Business, Finance and Administration has primary responsibility for implementing, administering, monitoring, and evaluating College safety, but all members of the College community are encouraged to be engaged in efforts to support a healthy, secure and safe College environment.

The College will provide timely information to students and employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, postings, memos, or other written or electronic communications.

Each student, employee and visitor are expected to obey health and safety rules and to exercise caution in all activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.

## **EC3 Board Policy II.B.5: Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a Federal law that requires colleges to report criminal activity and statistics on their

campuses to the federal and state governments. This information will be reported annually by Erie County Community College along with statistics documented by local law enforcement agencies.

## **II. Campus Safety and Security Structure**

Campus safety at EC3 is managed through a coordinated system involving the EC3 Safety Team, facilities staff, and executive leadership. Emergency services are supported by:

-\*\*Life-threatening incidents\*\*:

 Call 911, then notify the EC3 Safety Team at (814) 413-7048

-\*\*Non-life-threatening incidents\*\*:

 Call the EC3 Safety Team at (814) 413-7048

-\*\*Evening facilities issues\*\*:

 Call Facilities at (814) 413-7011

The Safety Team is trained to handle disruptions, coordinate evacuations, and provide general security support. Comprehensive details on inclement weather protocols, emergency notification procedures, and safety equipment placement can be found in the EC3 Safety Manual. Each building—including the Erie West, East, and Summit locations—has mapped safety resources clearly marked such as:

- First aid kits
- AED units
- Fire extinguishers
- Controlled entry systems
- Clearly posted evacuation routes

## **III. Reporting Crimes and Emergencies**

All EC3 community members are encouraged to report crimes and suspicious activity. Mandated reporters—including faculty and staff—must report any known incidents of sexual harassment, violence, or discrimination as outlined in Title IX and institutional policy.

Anonymous reports: If you need support from the BAT Team for a student, please go to the following site: <https://forms.office.com/r/7vpTkQ9nRX>

- \*\*Documentation\*\*:

 The EC3 Student Code of Conduct and Faculty Handbook outline procedures for documenting and responding to incidents.

## **IV. Timely Warnings and Emergency Notifications**

In accordance with the Clery Act, EC3 provides timely warnings when crimes pose a serious or ongoing threat. Alerts are sent using:

- \*\*Regroup Emergency Notification System\*\*

- **\*\*College-wide emails, text alerts, and local news stations\*\***
- **\*\*Workday updates and public signage\*\***

When inclement weather or an emergency forces the cancellation or delayed start of classes, announcements will be made using the Regroup Emergency Notification System, on the College website, and on local television and radio stations.

Snow or icy conditions may close the College or delay its opening.

In the event of inclement weather (tornado, earthquake, etc) during the school day you will receive a notification from the **Regroup Emergency Notification System** with information and instructions.

Please ensure your phone number and email are correct in Workday. If you don't know how to access this information, please contact the Help Desk at [help@ec3pa.org](mailto:help@ec3pa.org) or 814-413-7050.

## **V. Policies and Programs**

### **A. Campus Law Enforcement and Safety Services**

While EC3 does not have sworn campus police officers, it collaborates with local law enforcement agencies. The Safety Team and Facilities staff undergo training in emergency response and are responsible for monitoring safety systems and reporting concerns.

### **B. Security Awareness and Prevention**

Programs are in place for:

- Student and new employee safety orientation
- Crime prevention workshops
- Regular safety inspections of classrooms and labs

### **C. Alcohol, Drugs, and Weapons Policy**

As stated in the EC3 Policy Manual and Faculty Handbook:

- Alcohol, illegal drugs, and weapons are prohibited on campus
- EC3 is a smoke-free and vape-free environment

### **Policy VII.B.1: Smoke-free Environment**

Due to the well-documented health risks associated with smoking and exposure to second-hand smoke and in order to create a healthier environment for all students, employees, volunteers, independent contractors, and visitors of Erie County Community College, all

College sites will be smoke- free. Smoking, including the use of nicotine-delivery systems, is, without exception, prohibited at all Erie County Community College sites.

### **Accountability**

All employees of the College are asked to support smoke-free campus efforts by following this policy and informing those who are in violation of the policy.

### **Applicability**

This policy applies to all students, employees, volunteers, independent contractors and visitors to the College.

### **Policy VII.B.2: Drug Free Workplace**

The College prohibits the unlawful manufacture, distribution, sale, possession and/or use of illegal drugs, unauthorized controlled substances, alcohol, or similar activity at any College facility or College event. Violations of this Policy will result in appropriate corrective and/or disciplinary action up to and including termination. In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, and other legislative requirements, all employees of the College must abide by this Policy and the regulations and procedures which implement this Policy as a condition of employment. The College will implement all the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 including a drug and alcohol awareness program. Conviction under Criminal Drug Statute An employee must provide written notice to the College's chief human resources officer of a conviction of a crime involving the use, sale, or distribution of drugs within five (5) days of such conviction.

If the conviction involves a federal grant employee, the College's chief human resources officer will notify the appropriate federal contracting agency within ten (10) days of receiving notification of such conviction. Standards of Conduct In accordance with the foregoing, the following conduct is expressly prohibited:

1. Use, possession, control, storage, manufacture, distribution, dispensation or sale of or solicitation to buy or sell illegal drugs, drug paraphernalia, or unauthorized controlled substances on College premises, at College events, on College business, in College vehicles, or anytime an employee is working for the College or being paid by the College.
2. Manufacture, dispensation or sale of, solicitation to buy or sell alcohol, or unlawful possession of alcohol on College premises, in College vehicles, or anytime the employee is actively at work.
3. Legal use of alcohol on College premises is limited to special occasions specifically and expressly approved by the President of the College.

4. Use of an unauthorized controlled substance, illegal drug or alcohol so as to adversely affect the employee's work performance, the employee's safety or the safety of others. 54
5. Refusing to participate in or successfully complete a required drug or alcohol counseling or rehabilitation program and/or job performance remediation plan.
6. Conviction under any criminal drug statute or for any criminal offense involving controlled substances, illegal drugs or alcohol.
7. Failure to notify the College of conviction under any criminal drug statute for violations occurring in the workplace within five (5) days of conviction. Employee Awareness and Assistance Programs The College will develop programs and materials which provide information describing the danger of drugs and alcohol in the workplace, and identifying resources to assist employees who are dealing with drug and alcohol related problems

#### **D. Sexual Misconduct and Title IX**

The College has comprehensive Title IX and sexual misconduct policies that prohibit sexual harassment, assault, stalking, and relationship violence. Per Policy II.A.1 and the Faculty Handbook:

The Title IX Coordinator is the Executive Vice President of Academic and Student Affairs

All employees are required to report incidents involving discrimination, harassment, or violence

Students may access grievance forms, academic accommodations, and support services.

#### **Policy II.A.1: Policy Against Discrimination and Harassment**

##### **I. INTRODUCTION**

Erie County Community College is committed to maintaining an educational and working environment free of discrimination and harassment. Under this policy, all forms of discrimination or harassment will not be tolerated. This policy includes harassment and discrimination as defined by the following federal regulations:

Title II (Americans with Disabilities Act of 1990)

Title VI (Civil Rights Act of 1964)

Title IX (Discrimination based on sex/gender and pregnancy and parental status)

Section 504 of the Rehabilitation Act of 1973

and Age Discrimination Act of 1975.

##### **II. POLICY**

###### **A. Scope of Policy**

This policy applies to all students, faculty, administrators, staff, employees, vendors, contractors, volunteers, and visitors to the College. Under this policy, the College has

jurisdiction over reports of discrimination or harassment that takes place on all College property and at any location, event or circumstance over which the College has substantial control over both the alleged Respondent and the context in which the conduct occurs, to include any building owned or controlled by a student organization that is officially recognized by the College.

At the time of the filing of a formal complaint, the Complainant must be participating in or attempting to participate in the College's educational programming or activity or working or attempting to work at the College. Students, employees, and third parties may file reports of discrimination or harassment under this policy.

## **B. Title IX Coordinator**

The College's Title IX Coordinator is responsible for overseeing the administration of this policy and the College's response to reports made pursuant to this policy. The contact information for the Title IX Coordinator is:

Coordinator: Guy Goodman  
E-mail: TitleIX@ec3pa.org  
Phone: 814-413-7000

## **C. Included Conduct Prohibited by this Policy**

The following conduct is prohibited by this policy:

### **1. Sexual Harassment, defined as follows:**

a. Sexual Assault: Sexual assault includes any forcible or non-forcible sexual act directed against another person without the consent of said person, including instances where the person is incapable of giving consent. Sexual assault includes the offenses of rape, fondling, incest, statutory rape, forcible sodomy (oral or anal sexual intercourse), and sexual assault with an object. These terms and other forms of sexual assault are further defined by the Code of Federal Regulations and the Pennsylvania Crimes Code, as set forth in Appendix A of this policy. The conduct defined in Appendix A is also prohibited by this policy.

b. Sexual Harassment: Sexual harassment is unwelcome verbal or physical conduct based on sex or gender or unwelcome verbal or physical conduct of a sexual nature (including sexual advances or requests for sexual favors) when:

I. Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of an individual's employment, study, or participation in College-sponsored activities;

II. Submission to or rejection of such conduct is used as the basis for decisions affecting a person's study, employment, or participation in College-sponsored activities; or

III. The conduct is determined by a reasonable person to be so severe, pervasive and objectively offensive it effectively denies a person's equal access to the College's education program or activity, work or academic performance or ability to participate in or receive the benefits, services, or opportunities in academic or work programs, or it creates an intimidating, hostile, offensive, or demeaning academic or working environment;

**\*\*Conduct is "unwelcome" if it was not requested or invited by the Complainant, and the Complainant considered the conduct to be undesirable or offensive. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that a person welcomed other conduct. The fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.**

Examples of behavior which may be considered sexual harassment include, but are not limited to:

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or any other aide, benefit or service of the College;
- Language or behavior of a sexual nature;
- Sexually explicit statements, questions, jokes or teasing;
- Unnecessarily touching, panting, hugging or brushing against a person's body or unwelcome advances;
- Remarks of a sexual nature regarding a person's clothing, body, sexual activity, previous sexual experience, or sexual orientation;
- Repeated requests for dates or social interaction made through verbal requests, social media, texts, notes telephone calls, facsimiles, e- mails, or other electronic communication;
- Visual displays of inappropriate sexual images;
- Removal or exclusion from participation based upon gender or sexual orientation; and
- Attempted or actual incidents of Sexual Assault, Sexual Violence, or any of the other conduct prohibited by this policy.

## **2. Relationship Violence is a broad term that includes the following behavior:**

### **a. Dating Violence:**

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.



The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

Note: Dating Violence is not defined under Pennsylvania law.

**b. Domestic Violence:**

Domestic Violence is a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Commonwealth of Pennsylvania; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.

Note: Domestic Violence is not defined under Pennsylvania law.

**c. Sexual Violence:**

Sexual violence is physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including Sexual Assault.

**Policy V.D.1: Sexual Offender Notifications:** Erie County Community College will meet the requirements of The Campus Sex Crimes Prevention Act which provides for the tracking of convicted sex offenders enrolled at, employed by, or carrying on a vocation at institutions of higher education. This Act requires colleges to issue a statement advising the College community where information concerning registered sex offenders may be obtained. Sex offenders are required to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time. Pursuant to the Campus Sex Crimes Prevention Act, individuals are required register as a sex offender in the jurisdiction where their residence is located and, in the jurisdiction, where the college they attend is located.

In addition, the Commonwealth of Pennsylvania maintains a system for making certain registry information on violent sex offenders publicly available. 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 or entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in Megan's Law. The Pennsylvania State Police is required to make certain information on registered sex offenders available to the public

### **3. Stalking:**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

"Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

"Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking as defined by the Pennsylvania Crimes Code is also prohibited conduct under this policy. See Appendix A.

### **4. Retaliation:**

Any adverse treatment that is reasonably likely to deter someone from filing a report or participating in an investigation or disciplinary process under this policy.

Retaliation can be verbal, written, graphic, electronic or physical, and can include but is not limited to intimidation, threats, coercion or unfavorable employment or educational actions directed toward an individual to deter them from filing a report or participating in the investigation or disciplinary process. Retaliation also includes acts taken with the intent of seeking retribution against an individual who filed a report or who otherwise participated in the investigation or disciplinary process.

## **D. Important Information Regarding Prohibited Conduct**

### **1. Consent**

As used in this policy, the term "Consent" means words or actions that show a knowing and voluntary agreement to engage in mutually agreed sexual activity. Consent must be ongoing throughout sexual activity and can be revoked at any time. Silence or absence of resistance will not necessarily

imply consent. Assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of their intoxication, unconsciousness, youth, mental deficiency or incapacity (also known as “Incapacitation”), or if the assent is the product of threat, force, or coercion. Consent to prior sexual activities does not constitute consent to future acts. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.

## **2. Prohibited Conduct Through Different Communication Mediums**

Violations of this policy may occur through various communication mediums, including but not limited to, face-to-face contact, telephone, written notes, Wiki contributions, instant messages, text messaging, file sharing, voice chat, video chat, social networking, or blogging that occurs on College property or at any location, event or circumstance over which the College has substantial control over both the alleged Respondent and the context in which the conduct occurs.

Misconduct that occurs through the use of the above mediums and does not fall within the jurisdiction of this policy may still be investigated under the College’s Anti- Discrimination and Harassment Complaint Policy and Non-Title IX Policy Against Sexual Misconduct, Relationship Violence, and Stalking.

## **3. Attempting, Assisting, or Encouraging Prohibited Conduct**

An attempt to commit any of the prohibited conduct identified in this policy or assisting or willfully or knowingly encouraging such prohibited conduct, may also be considered a violation of this policy.

## **4. Retaliation**

The College prohibits retaliation against any individual who makes or intends to make a report of sexual misconduct or Title IX sexual harassment under this policy or participates or intends to participate in the investigatory or disciplinary process under this policy. Retaliation in violation of this policy will be subject to disciplinary action.

## **5. Consensual Sexual or Romantic Relationships**

Consensual relationships occurring between supervisors and subordinates, or faculty and students can lead to circumstances which may be interpreted as sexual harassment. Consensual relationships may also be viewed as causing a hostile or offensive work or academic environment when other staff or students believe that the person(s) involved in the relationship(s) is/are receiving favorable treatment in employment or educational decisions and actions.

For this reason, the College strongly discourages any sexual or romantic relationship between a supervisor and an employee, where the supervisor has authority or influence over, or responsibility for, that employee.

If such a relationship is pursued, it is the responsibility of the supervisor to immediately inform his/her supervisor and Human Resources of the relationship. In this case, the College may transfer one or both employees or take such other action as may be necessary to eliminate any disruption.

It is prohibited for individuals engaged in a pre-existing sexual or romantic relationship to be hired into a professional relationship where one supervises or has direct influence over the work of the other.

Faculty are prohibited from engaging in any sexual or romantic relationship with a student where the faculty member has, or could have in the future, authority or influence over, or responsibility for, that student.

If a faculty member has a pre-existing consensual sexual or romantic relationship with a student, the faculty member shall ensure that the student is not enrolled in any course taught by the instructor. If this is not possible, it is the faculty member's responsibility to immediately report the situation to his/her supervisor for direction.

### **E. Confidentiality**

The College is committed to protecting the privacy of all parties involved in a report made under this policy, to the extent permitted by applicable law and subject to the College's reporting obligations as described below. The College will treat all reports with sensitivity, and reports, investigations and findings of hearing proceedings will only be shared in compliance with this policy. Any interim or supportive measures will be kept as confidential as possible and shared only on a need-to-know basis.

Information pertaining to reports made under this policy will be kept in a secure manner.

## **III. REPORTING VIOLATIONS OF THIS POLICY**

Students, employees and third parties may file reports of violations of this policy with the Title IX Coordinator in person, by mail, telephone, or by email. They may also report violations of this policy to any other College employee. The contact information for the Title IX Coordinator is:

Coordinator: Guy Goodman, Vice President of Academic and Student Affairs  
E-mail: [TitleIX@ec3pa.org](mailto:TitleIX@ec3pa.org)  
Phone: 814-413-7000

### **A. Reporting to Other College Employees**

The College understands that not every individual will be comfortable making a report to the Title IX Coordinator identified above, and some individuals will prefer to report allegations of potential violations of this policy to an employee of the College that he, she or they trust. For example, a student may choose to make a report to their instructor or counselor, or an employee may choose to make a report to their supervisor.

All College employees share in the responsibility of ensuring compliance with this policy and are mandated to report any and all allegations of sexual harassment and sexual misconduct to the Title IX Coordinator. Employees must report to the Title IX Coordinator all relevant details about the alleged violation that the individual has shared. The Title IX Coordinator will then address the report in accordance with this policy.

### **B. Contents of a Report**

An individual will be asked to provide as much detail as possible in making a report, including the name and contact information of the Complainant, the Respondent, and any witnesses (if known); the date, time, and location of the incident; a description of the prohibited conduct; supporting documentation or other evidence (pictures, texts, emails, etc.), if any; and any other information which would assist the College in appropriately investigating and responding to the report.

### **C. Anonymous Reporting**

In order to maximize the College's ability to effectively investigate and respond to reports under this policy, the College encourages individuals to provide identifying information when filing a report under this policy. However, the College will accept anonymous reports. The College will make all reasonable efforts to investigate and respond to reports filed anonymously, however, the College may be limited in its ability to fully investigate and resolve the report depending upon the level of information available in the report.

### **D. Who May Report**

Note that in addition to the filing of a report by a Complainant, anyone can file a report of an alleged violation of this policy, including a witness or a third party. While there is no required time frame for submitting reports under this policy, the College strongly encourages reporters to submit a report as soon as possible to maximize the College's opportunity to effectively investigate and respond to the report. Individuals who make a report pursuant to this policy will receive a copy of this policy or be provided with the link to this policy on the College's website.

### **E. Criminal Report**

A Complainant who alleges to have been the victim of Sexual Assault, Relationship Violence, or Stalking also has the right to pursue criminal action against the Respondent, including seeking a protective order. Whether or not the Complainant chooses to seek criminal action is within the discretion of the Complainant. If requested by the Complainant, the College will provide reasonable assistance or other support in notifying law enforcement of the report. The College will cooperate with a criminal investigation to the extent permitted by law. The College reserves the right to notify law enforcement of reports made pursuant to this policy if the College determines that such notification is necessary to protect the health and safety of the College community or the public.

An individual may choose to pursue criminal action at any time. The College encourages individuals contemplating pursuing criminal action to consult with law enforcement as soon as possible after the alleged incident in order to ensure that any physical and other forms of evidence are preserved in as timely a fashion as possible.

Reports made pursuant to this policy are completely separate from a criminal investigation. Even if a criminal investigation is ongoing, the College will still conduct its own investigation in accordance with this policy. While the criminal investigation is pending, law enforcement may require the College to delay or otherwise temporarily limit its own investigation, which may delay the College's resolution of the report. The College will comply with any such request by law enforcement to the extent permitted by law and continue with its investigation as soon as reasonably practicable.

#### **F. False Report**

A report made under this policy which is later found to be knowingly or intentionally false or made maliciously without regard for truth may be subject to disciplinary action. Reports made in good faith, even if the allegations are not substantiated, will not be subject to discipline.

#### **G. College's Reporting Obligations**

Reports made pursuant to this policy which involve Dating Violence, Domestic Violence, Sexual Assault, and Stalking will be included in the College's annual report of crime statistics in the College's Annual Security Report, which is made available to the public, and to the U.S. Department of Education, as required by law. Reports of crime statistics do not include any personally identifiable information.

Finally, the College reserves the right to notify law enforcement of reports made pursuant to this policy if the College determines that such notification is necessary to protect the health and safety of the College community or the public.

#### **H. When the Report Involves a Victim Under 18 Years Old**

In the event that a report made under this policy involves reasonably suspected or actual child abuse or neglect, all College employees who are mandated reporters must report child abuse or neglect that they know about, see, or have reasonable cause to suspect first to the Pennsylvania Department of Public Welfare Child Line at (800) 932-0313, and then to EC3 Safety Team. If the employee is unable or prefers not to contact the Safety Team, the employee may contact the Executive Vice President's Office.

### **IV. INVESTIGATION AND HEARING PROCEDURES**

The College will ensure that it takes steps to investigate and remedy reports of violations of this policy in a prompt and equitable manner. These steps include prompt contact with the Complainant by the Title IX Coordinator to explain the process for filing a formal complaint. If a formal complaint is filed, it will be promptly handled in accordance with the following

procedures. In all cases, the Title IX Coordinator will maintain oversight over the investigation and disciplinary process. The parties will be promptly notified in writing of which office is responsible for conducting the investigation and disciplinary process, as designated by the Title IX

If a complainant chooses not to file a formal complaint, the Title IX Coordinator will still advise the complainant of any available supportive measures.

**A. Investigation Procedures:**

1. Title IX Coordinator will promptly contact and explain the College's supportive measures to the Complainant.
2. Title IX Coordinator will explain the process for filing a formal complaint.
3. A review of the allegations by the Title IX Coordinator to determine whether they constitute prohibited conduct under this policy.
4. Should the review reveal the following, the report of sexual harassment will not be investigated pursuant to this policy\*\*:
  - a. The allegations, if proven, do not constitute a violation of the conduct prohibited by the policy.
  - b. The conduct did not occur on College property or at a location over which the College had substantial control of both the Respondent and the context in which the conduct occurred.
  - c. The Complainant is not participating or attempting to participate in the College's educational programming or activities.
  - d. The conduct occurred outside of the United States.

\*\*Allegations not investigated under this policy may still be investigated if they violate other College policies.

5. Should the review reveal the following, the report of sexual harassment *may not* be investigated pursuant to this policy:
  - a. The Complainant withdraws the complaint in writing.
  - b. The Respondent is no longer enrolled or employed at the College.
  - c. Specific circumstances exist that prevent the College from investigating the complaint.
6. The College will take appropriate supportive measures as necessary.

7. Informal resolution procedures may be available to resolve reports of potential violations of this policy; however,:

- a. It is only available when a formal complaint is filed;
- b. The College cannot require the parties to participate in informal resolution;
- c. Both parties must agree in writing to participate;
- d. Either party may withdraw from the informal resolution process at any time prior to resolution; and

Informal resolution will never be appropriate for reports of violations of this policy when the Respondent is an employee of the College and the complainant is a student.

8. Written notice of the process and/or informal resolution will be provided to the parties that a complaint pursuant to this policy has been filed. The notice will be sent simultaneously to both the Complainant and Respondent. The notice will include an explanation of the investigation process and information regarding the parties' right to an Advisor of their choice.\*\* Complainants and Respondents may elect to obtain an Advisor or have one provided to them by the College. The parties may or may not elect to have an attorney serve as the Advisor.

*\*\*A list of Advisors provided by the College will be available from the Title IX Coordinator. Such list will be updated periodically by the College.*

9. Interviews with the Complainant, the Respondent and any witnesses.

10. Review of student and/or personnel files.

11. The collection and examination of other relevant documents. The burden of proof and responsibility for gathering evidence for investigations rests with the College and not the parties. Medical records for a party cannot be collected, accessed, considered, disclosed or otherwise used, unless the College obtains the voluntary, written consent of the party.

12. The College will conduct a prompt, thorough, equitable and impartial investigation and issue a comprehensive investigation report which fairly summarizes relevant evidence. Both parties will have an equal opportunity to review the gathered evidence at least 10-days before the investigation report is finalized, and an equal opportunity to submit written responses to the evidence. Both parties will also have an equal opportunity to review the finalized investigation report at least 10-days prior to the hearing and submit additional written responses to the investigation report.

## **B. Hearing Procedures:**

1. The College will conduct a live hearing (either in-person or via video-conference) at which both parties will have an Advisor of their choice present the relevant evidence and conduct cross-examination of the parties and witnesses.



**2.** The College will seek to resolve all reports of violations of this policy within 90 calendar days, whenever practicable. The parties will be advised in writing when resolution is expected to take longer.

**3.** Both parties will receive simultaneous written notice of the outcome of the hearing and any disciplinary sanctions in the form of a written decision from the Hearing Officer conducting the hearing.

**4.** The written decision will include the following information:

- a.** The standard of evidence (preponderance of the evidence) used to review and analyze the evidence presented;
- b.** The facts that potentially constitute sexual harassment;
- c.** The procedural history of the process, to include all dates for notices to the parties, interviews and site visits, and methods for gathering evidence;
- d.** The findings of facts supporting the determination;
- e.** A separate written analysis of each allegation and the determination;
- f.** Disciplinary sanctions, if appropriate;
- g.** Whether the remedies to restore/preserve the Complainant's equal access to educational programming and/or activities will be provided to the Complainant by the College; and
- h.** Notice that both parties have the right to appeal the decision.

**5.** For hearings involving a Student as the Respondent the Hearing Officers shall be appointed in accordance with the Student Code of Conduct.

**6.** For hearings involving a Faculty or Staff member as the Respondent the Hearing Officer shall be appointed by the College's President.

**C. Appeals:**

**1.** Both parties have an equal right to a prompt appeal of the determination of the hearing or from a dismissal of a formal complaint of sexual harassment under this policy or any of the allegations therein.

**2.** Grounds for appeal include the following:

- a.** A procedural irregularity that affected the outcome of the investigation/ hearing.
- b.** The discovery of new evidence that was not reasonably available at the time of determination by the Hearing Officer or dismissal by the Title IX Coordinator.

c. A conflict of interest or bias with the Title IX Coordinator, Investigator or Hearing Officer, either generally or specifically that affected the outcome of the investigation or hearing.

3. Appeals involving a Student Respondent must be filed in accordance with the Student Code of Conduct in writing with the Dean of Student Affairs and Enrollment within five (5) school weekdays of the notice of the outcome of the investigation.

4. Appeals involving an Employee Respondent must be filed with the College President in writing within five (5) working days of the notice of the outcome of the investigation.

5. Both parties will have a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome.

6. The appeal officer will issue a written decision describing the result of the appeal and the rationale for the result.

7. Both parties will receive simultaneous written notice regarding the outcome of any appeal.

## **V. SANCTIONS FOR VIOLATING THIS POLICY AND SAFE HARBOR**

### **A. Sanctions**

Violations of this policy may result in disciplinary action, up to and including termination of an employee or expulsion of a student, subject to the relevant policies and procedures governing the disciplinary process applicable to the alleged Respondent.

### **B. Safe Harbor**

Notwithstanding the foregoing, a student witness or student victim of an incident of a violation of this policy who reports such incident in good faith will not be sanctioned by the College for admitting in the report to a violation of the College's Student Code of Conduct related to the use of drugs or alcohol.

## **VI. Victim Resources and Support**

Supportive measures are those non-disciplinary, non-punitive services, accommodations, or other assistance that the College puts in place for individuals after receiving notice of alleged violations of this policy, pending the final outcome of any investigation/hearing process, or when no formal complaint is filed. Supportive measures may be imposed for various reasons, including ensuring the safety of the parties or the College community at large; eliminating a hostile work environment; or protecting the integrity of the investigation and/or disciplinary process.

Supportive measures are meant to ensure that both parties involved in a report under this policy continue to have adequate access to educational and/or work opportunities at the

College, without unreasonably burdening the other party. A party may request these measures from the office responsible for investigating the report, or the College may offer them on its own initiative when it deems them appropriate. The College will determine which supportive measures are appropriate on a case-by-case basis. Potential supportive measures include a “no contact” directive pending the outcome of the investigation, provision of a security escort, modifications of class schedules or deadlines, emergency removal from the College’s education program and activities or other supportive measures the College deems reasonable and appropriate. The College may make certain supportive measures permanent measures to be applied even after the investigation and/or disciplinary process is complete, when appropriate under the circumstances.

Should the College determine that an emergency removal of the Respondent from the College’s education program or activities is appropriate (i.e., the Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment), the College will provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

Individuals who have been victims of violations of this policy may also seek other supportive measures both on- and off-campus.

Coordinator, and will be provided with more detailed information regarding the applicable investigation and disciplinary procedures.

Upon becoming aware of a report of a potential violation of this policy, the Title IX Coordinator must promptly contact the potential Complainant to discuss the availability of supportive measures, services, consider the Complainant’s wishes with respect to supportive measures, services, and inform the Complainant of the availability of supportive measures, services, with or without the filing of a formal complaint.

Supportive measures are available to both the potential Complainant and potential Respondent. Individuals seeking on-campus support services should be aware that employees must report allegations of violations of this policy to the Title IX Coordinator. Therefore, they cannot guarantee confidentiality. The College will create a list of On-Campus services and Off-Campus services.

## **VII. EMERGENCY ASSISTANCE FOR VICTIMS OF SEXUAL ASSAULT, RELATIONSHIP VIOLENCE OR STALKING**

An individual who is in imminent danger of Sexual Assault, Relationship Violence, or Stalking should contact law enforcement or, if on campus, College Security. An individual can also report emergencies occurring on- or off-campus by dialing 911 to reach the local police department.

In the event of an emergency that requires medical attention, individuals should go to the nearest hospital.

## **VIII. ENFORCEMENT AND TRAINING**

The Title IX Coordinator is responsible for ensuring the enforcement of this policy, and for ensuring training regarding this policy, with the ultimate goal of raising awareness and preventing Sexual Harassment, Relationship Violence, and Stalking within the College

## VII. Crime Statistics

\*Note: EC3 began operations in Fall 2021. Data collection and reporting is built in accordance with federal guidelines. At this time, the college does not have defined “Non-Campus” locations. This report is for the years 2022-2024.

EC3 Erie West: 2403 W 8th St. Erie, PA 16505

Crime Category	On-Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Rape	0	0	0	0	0	0
Sex Offenses - Fondling	0	0	0	0	0	1
Sex Offenses - Statutory Rape	0	0	0	0	0	0
Sex Offenses - Incest	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests	2022	2023	2024	2022	2023	2024
Liquor Laws	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	1
Weapons Laws	0	0	0	0	0	0
Disciplinary Referrals **	2022	2023	2024	2022	2023	2024
Liquor Laws	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0
VAWA Offenses ++	2022	2023	2024	2022	2023	2024
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

EC3 East: St. Benedict Education Center 330 East 10th Street Erie, PA 16503

	On-Campus			Public Property		
Crime Category	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Rape	0	0	0	0	0	0
Sex Offenses - Fondling	0	0	0	0	0	0
Sex Offenses - Statutory Rape	0	0	0	0	0	0
Sex Offenses - Incest	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests	2022	2023	2024	2022	2023	2024
Liquor Laws	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0
Disciplinary Referrals **	2022	2023	2024	2022	2023	2024
Liquor Laws	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0
VAWA Offenses ++	2022	2023	2024	2022	2023	2024
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

EC3 Summit: 8500 Oliver Road Erie, PA 16509

	On-Campus			Public Property		
Crime Category	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Rape	0	0	0	0	0	0
Sex Offenses - Fondling	0	0	0	0	0	0
Sex Offenses - Statutory Rape	0	0	0	0	0	0
Sex Offenses - Incest	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests	2022	2023	2024	2022	2023	2024
Liquor Laws	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0
Disciplinary Referrals **	2022	2023	2024	2022	2023	2024
Liquor Laws	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0
VAWA Offenses ++	2022	2023	2024	2022	2023	2024
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

## Uniform Crime Report

The Pennsylvania College and University Security Information Act mandates the release of crime statistics and rates to matriculated students and employees.

Index rate is per 100,000 population. Campus crime rates for this report are computed using the student population figure as of the start of the Fall semester.

### Student Headcount

Fall 2022: 368

Fall 2023: 456

Fall 2024: 695

Category	2022		2023		2024	
	ACTUAL	INDEX	ACTUAL	INDEX	ACTUAL	INDEX
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Theft-Larceny	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0



## **VIII. Campus Disciplinary Procedures**

Disciplinary procedures are guided by:

- The Student Code of Conduct, which governs behavior on and off campus
- The Employee Experience Guide, outlining behavioral expectations for employees at all levels
- The Faculty Handbook, including faculty responsibilities and expectations to include grade reporting, grading integrity, classroom civility, and academic freedom

Through transparent policies and procedures for grievances, Title IX complaints, and academic appeals, students and staff are treated with respect and fairness regardless of outcome. Any form of retaliation as a result of participation in disciplinary proceedings is clearly prohibited by all policies.

## **IX. Dissemination of the Report**

The Annual Security Report is available for distribution via email through the EC3 campus email system to all enrolled students and active employees. The report is also available in print upon request to the Executive Vice President's Office. Lastly, the report is published on the EC3 website at [www.ec3pa.org](http://www.ec3pa.org).

## **X. Conclusion**

EC3 affirms its commitment to the safety, dignity, and rights of every member of its community. Through prevention education, clearly defined policies, and a commitment to continuous improvement, EC3 is establishing a culture of transparency, accountability, and respect.

## **Appendix A - Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions**

Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol 64, No. 210).

The following definitions will be used to report the crimes listed in 34 CFR sec. 668.46 (previously 668.47) per the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery,

aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations, and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions from the Uniform Crime Reporting Handbook:

**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.

**Criminal Homicide-Manslaughter by Negligence** - The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.

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

**Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used, which could and probably would result in serious personal injury if the crime were successfully completed.)

**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.

Drug Abuse Violations - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives, marijuana, synthetic narcotics, and dangerous non-narcotic drugs.

Liquor Law Violations - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program:

Sex Offenses-Forcible: Any sexual act directed against 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.

A. Forcible Rape-The carnal knowledge of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth).

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

C. Sexual Assault With An Object-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening 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 because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or

against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Nonforcible: Unlawful, nonforcible sexual intercourse.

A. Incest-Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape-Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.