

SAN DIEGO STATE UNIVERSITY

# 2019 ANNUAL SECURITY REPORT

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICIES & CAMPUS CRIME STATISTICS ACT (20 U.S.C. § 1092(F))

CLERY CRIME STATISTICS 2016-2018



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# ANNUAL SECURITY REPORT

## MESSAGE FROM THE PRESIDENT OR THEIR DESIGNEE

Dear members of the SDSU Community,

San Diego State University is focused on providing a safe environment for our students, faculty, staff and visitors.

Campus safety and security is a shared responsibility, and the best protection against crime is a community that is informed, aware, and engaged in that process. To that end, we ask that you read the annual security report we have prepared, which includes statistics about crime on campus for the three most recent calendar years - January 1, 2016 through December 31, 2018.

We prepare this report in support of the Clery Act, which requires universities to provide timely warnings of dangerous situations that may pose a threat to the campus and to collect and report certain crime data to everyone on campus. The Clery Act, enforced by the U. S. Department of Education, affects nearly all public and private institutions of higher education. The Clery Act also requires reports of student disciplinary referrals, as well as arrests for drug, alcohol and weapons offenses on campus.

I hope you find this report informative. We always welcome questions and requests for more information about safety and security on campus. Please go the University Police Safety and Security Reports page to view the Annual Safety and Security Report and to its Fire Safety Report to read our annual Fire Safety Report.

With best regards,

Adela de la Torre  
President  
San Diego State University

## PREPARING THE ASR

The Campus Clery Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the San Diego State University Police Department (University Police), the Residential Education Office, the Center for Student Rights and Responsibilities, the Center for Human Resources, Student Health Services, and Counseling and Psychological Services. Each entity provides the Clery Director or University Police Department with information on crimes that may have been reported to their office each year for inclusion in our annual crime statistics, as well as updated information on their educational efforts and programs to comply with the Clery Act.

University Police conducts outreach and establishes collaborative relationships with local law enforcement agencies surrounding our main campus and off campus sites to encourage statistical Clery reporting. Local and state agencies are also contacted to provide statistics for non-campus property and public property areas that University Police does not patrol or where they do not provide primary law enforcement response.

Campus crime, arrest and referral statistics include those reported to the University Police, designated campus officials (Campus Security Authorities) and local law enforcement agencies (when available). A procedure is in place to capture the statistics for crimes reported anonymously to designated campus officials (see Anonymous Crime Reporting).

## CRIME STATISTICS

CLERY CRIME STATISTICS 2016 – 2018					
OFFENSE	YEAR	CAMPUS	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY
Murder	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Manslaughter by negligence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Rape	2016	4	3	1	2
	2017	6	4	0	0
	2018	1	7	1	1
Fondling	2016	2	1	0	0
	2017	3	1	0	2
	2018	1	0	0	0
Incest	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2016	1	0	0	0
	2017	1	1	0	0
	2018	0	0	0	0
Robbery	2016	3	3	0	8
	2017	8	2	0	7
	2018	3	0	0	7
Aggravated Assault	2016	1	1	0	0
	2017	1	1	0	0
	2018	2	2	0	5
Burglary	2016	39	12	9	0
	2017	50	18	5	0
	2018	26	5	3	0
Motor vehicle theft	2016	12	0	0	14
	2017	14	0	0	6
	2018	6	0	0	2
Arson	2016	2	1	0	0
	2017	1	0	0	0
	2018	0	0	0	0

OFFENSE	YEAR	CAMPUS	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY
Dating Violence	2016	7	4	0	1
	2017	3	3	0	0
	2018	2	2	1	1
Domestic Violence	2016	1	1	1	6
	2017	4	4	0	3
	2018	1	0	0	2
Stalking	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

OFFENSE	YEAR	CAMPUS	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY
Liquor law arrests	2016	8	4	0	24
	2017	10	1	0	14
	2018	13	3	0	12
Liquor law referrals	2016	624	624	0	0
	2017	669	669	0	0
	2018	569	569	0	0
Drug law arrests	2016	49	18	0	22
	2017	45	6	0	14
	2018	56	0	2	13
Drug law referrals	2016	205	205	0	0
	2017	232	232	0	0
	2018	144	144	0	0
Weapons law arrests	2016	14	2	0	2
	2017	7	1	0	1
	2018	7	2	0	0
Weapons law referrals	2016	2	2	0	0
	2017	4	4	0	0
	2018	0	0	0	0

OFFENSE	YEAR	TOTAL
Unfounded Crimes	2016	1
	2017	1
	2018	1

## HATE CRIMES

2018 – There were 0 hate crimes reported.

2017 – There were 0 hate crimes reported.

2016 – There were 2 hate crimes reported. One was a vandalism on campus and indicated bias based on ethnicity. The second was a robbery that occurred on campus and indicated bias based on religion.

## REPORTING CRIMINAL ACTIONS & EMERGENCIES

SDSU encourages all members of our community to report crimes, suspicious activity, safety hazards or campus emergencies (including medical and fire emergencies), to the University Police as soon as possible by dialing 9-1-1 from any phone or by using one of the duress phones located throughout campus. Campus duress phones are distinctly marked and have a blue light on top. Campus elevators are equipped with emergency intercoms and most classrooms are equipped with campus phones that can be used to summon assistance or report crimes. For non-emergencies, contact University Police at (619) 594-1991 (from a campus phone, dial 4-1991). You may also report a crime in person by coming to the University Police department located in the Public Safety building at 55<sup>th</sup> Street and Remington Road.

To report a crime or other emergency occurring in the community surrounding SDSU, contact the San Diego Police Department by dialing 9-1-1 or (619) 531-2000 for non-emergencies.

Faculty, Staff, students and visitors are encouraged to promptly report any criminal activity directly to the University Police. This facilitates a timely response, thorough criminal investigation, and the ability for us to make timely warning and emergency notification to the university community if necessary. We understand that in some cases the victim of a crime may feel uncomfortable contacting the police, may not want the police involved, may not desire criminal prosecution, or may want to remain anonymous. If you do not want to report a crime directly to University Police or need assistance in doing so, you may also report a criminal offense to the following designated campus officials:

Director, Student Rights and Responsibilities at (619) 594-3069

Director, Residential Education Office at (619) 594-5742

Director, Counseling and Psychological Services at (619) 594-5281

Director, Student Health Services at (619) 594-5281

Director, Center for Human Resources at (619) 594-4648

A procedure is in place to capture crime statistics reported to these designated campus officials for inclusion in our annual crime statistics, and to issue a timely warning or emergency notification if appropriate.

## TIMELY WARNINGS

The university will issue a timely warning as soon as pertinent information is available when a Clery

reportable crime is reported to UPD or a designated campus security authority, occurred in a Clery defined geographical area, and a case by case analysis of pertinent facts known is completed and a determination is made an on-going or continuing threat to the community exists.

The Chief of Police is responsible for the decision to issue a timely warning (or a management designee in the absence of the Chief) and will confer with the Clery Director if one is designated by the campus and available, upon receiving a report of an incident reported to a CSA and/or UPD. The Chief of Police, with the Clery Director if one is appointed and is available, will complete a case by case analysis utilizing open communication and collaboration analyzing the reported crime, the known pertinent facts of a reported incident, and determine whether the incident meets all of the following factors: 1) is a Clery reportable crime; 2) occurred in Clery defined geography; and 3) poses a serious or ongoing threat to the community.

If it is determined that any of the three factors are not met, then no timely warning will be issued.

If it is determined that all three factors are met, the Chief of Police (or management designee in the absence of the Chief) will determine the content of the timely warning bulletin, disseminate the timely warning expeditiously in a manner likely to reach the entire campus community utilizing one or more, and not limited to, the following methods to issue the timely warning bulletin:

- All employee and student e-mail distribution
- University website
- Public area video display monitors
- Hard copies posted on campus building entrance doors

For clarity to the community when a timely warning is issued it will be titled "Timely Warning Crime Bulletin" and include the following:

- A statement that the Timely Warning Bulletin is being issued in compliance with the Jeanne Clery Act and the purpose is to provide preventative information to the campus community to aid members from becoming the victim of a similar crime.
- The Clery Act reportable crime that occurred
- The date, time, and location the crime occurred
- The date the Timely Warning Bulletin is issued
- A description of the suspect, and name if known, when the suspect is at large and evading apprehension and/or law enforcement is seeking assistance from the public to locate
- Preventative information specifically related to the type of crime which occurred that could help others from becoming the victim of a similar crime

The Timely Warning Bulletins will not include, under any circumstances, the name of the victim, or information so specific that would or likely could identify the victim of the crimes of sexual violence to include rape, dating violence, domestic violence, or stalking. Issuance of timely warnings will be delayed only if the issuance would compromise the apprehension of the suspect or compromise the ability of law enforcement to investigate the crime.

## VOLUNTARY CONFIDENTIAL REPORTING

Pursuant to California Education Code section 67380(a)(6)(A), CSAs who receive reports from employees or students of a Part I violent crime, sexual assault or hate crime that occurred in an on or non-campus location as defined by the Clery Act, may not disclose to UPD or local law enforcement agencies the names of the victims or the alleged assailant, unless the victim consents to disclosing their name after being informed of their right to have their personally identifying information withheld. The name of the alleged assailant may be disclosed, however, if all of the following conditions are met:

- i. The alleged assailant represents a serious or ongoing threat to the safety of students,



- employees, or the institution; **and**
- ii. The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

## SECURITY OF AND ACCESS TO CAMPUS FACILITIES

SDSU's campus buildings are normally secured during non-business hours, on weekends and on holidays. After-hours access to campus buildings is limited to authorized faculty and staff with valid university identification. Students who wish to work in a building after hours must first obtain written authorization from the college dean, or designee, together with valid student identification. Anyone working late or on weekends should notify the University Police at (619) 594-1991.

The campus facilities are maintained by the Facilities Services department and patrolled by the University Police. Facilities Services maintains the university buildings, grounds and roadways with a concern for safety and security. They inspect campus facilities regularly, make repairs affecting safety and security, and respond to reports of potential safety and security hazards, such as broken windows, locks, and lighting. Police officers and Community Service Officers regularly test the emergency phones, and report non-functioning lights or other security hazards to Facilities Services. Periodic crime prevention surveys are conducted upon the physical change of office space and equipment, when requested by an administrator, or when a crime trend occurs. Most campus buildings are equipped with card key access and door alarms that alert the University Police. Main offices, labs, computer rooms and areas of campus have alarms and video cameras. Call Facilities Services (619) 594-4757 during business hours or the University Police at (619) 594-1991 after hours to report any safety or security hazard in or around campus buildings, grounds or roadways.

Lighting and environmental improvements are constantly being evaluated. Members of the campus Parking Group periodically review lighting and other environmental concerns for safety. The campus has closed circuit and IP-based video cameras which assist the University Police in monitoring parking lots and other selected areas on campus. Improvements have included the placement of high intensity LED motion-sensor lights in buildings, parking lot areas, areas with heavy landscaping and trees, and along pathways frequently travelled by students. Distinctively marked duress telephones are located at the entrances of most university housing facilities and at many locations throughout the campus. All emergency telephones are connected directly to the University Police.

San Diego State University offers traditional residence halls, high-rise residence complexes and apartment-type complexes, which provide on-campus housing for approximately 5,000 students. Security safeguards and access control systems vary depending on the type of residence facility. In many of the residence facilities, entry is monitored on a 24-hour basis through a combination of card-key systems, conventional keys, video cameras, and on-duty Residential Education personnel. Access to those facilities is limited to residents, escorted guests, and university staff. Professional Residence Hall Coordinators (RHCs) and student Resident Advisors (RAs), who are members of the Residential Education Office staff, live on campus and provide 24-hour staff coverage. All university housing facilities have members of the Residential Education staff assigned to them.

Residents are reminded to take responsibility for their safety and security by observing building security procedures, keeping their doors locked (even when occupied), reporting security concerns,



and notifying Residential Education staff of the University Police of any unfamiliar persons or unusual incidents within the residential facility. Residential Education staff, Office of Housing Administration Staff, maintenance personnel, Risk Management, and the University Police officers regularly assess university residential facilities with a concern for their safety and security. Crime prevention programs include residential education training, orientation workshops, individual floor meetings, residential community-wide presentations, and educational programs.

All Residential Education staff members undergo comprehensive training each semester for prevention of and response to safety and security issues. As part of their responsibility for campus security, both student and professional staff participate in lectures and seminars associated with topics such as substance abuse, prevention of sexual assault, and community security.

## LAW ENFORCEMENT AUTHORITY

The University Police Department at SDSU provides policing services to the university 24-hours a day, 7-days a week. The police officers and dispatchers are graduates of a California Peace Officer Standards and Training (POST) academy and are empowered by section 830.2(c) of the California Penal Code and Education Code 89560. Officers are state peace officers and their policing powers extend throughout the State of California.

The University Police Department has a force of 27 sworn police officers and 53 non-sworn employees. The department has primary police jurisdiction on university property and is responsible for reporting and investigating all crimes, traffic accidents, medical emergencies, enforcement of state laws and local ordinances, and all other incidents requiring police assistance. Criminal cases are forwarded through the investigations unit to the San Diego District Attorney's Office or the San Diego City Attorney's Office for prosecution. As part of a mutual aid agreement, per a written memorandum of understanding, the San Diego Police Department Homicide Unit will be the primary investigative unit on any homicide, non-negligent manslaughter or officer involved shooting that occurs at SDSU.

University Police works closely with local, state, and federal law enforcement agencies, and has memorandums of understanding with the San Diego Police Department and local law enforcement agencies surrounding our off-campus sites. University Police officers have direct radio communication with SDPD and often respond to incidents that occur off campus in the area surrounding the university, including the locations of officially recognized student organizations. SDSU owns or controls several residential properties located off the main campus and in the adjacent area surrounding the campus. University Police are responsible for law enforcement services at those locations. For reporting purposes, crime statistics at these locations are considered on-campus residential facilities in our annual Safety and Security Report.

The San Diego Police Department and other law enforcement agencies, routinely work and communicate with the University Police in cases involving serious incidents and crime trends that might involve the university community.

Faculty, Staff, students and visitors are encouraged to promptly report any criminal activity directly

to the University Police. This facilitates a timely response, thorough criminal investigation, and the ability for us to make timely warning and emergency notification to the university community if necessary. We understand that in some cases the victim of a crime may feel uncomfortable contacting the police, may not want the police involved, may not desire criminal prosecution, or may want to remain anonymous. If you do not want to report a crime directly to University Police or need assistance in doing so, you may also report a criminal offense to the following designated campus officials:

Director, Student Rights and Responsibilities at (619) 594-3069

Director, Residential Education Office at (619) 594-5742

Director, Counseling and Psychological Services at (619) 594-5281

Director, Student Health Services at (619) 594-5281

Director, Center for Human Resources at (619) 594-4648

## SECURITY PROCEDURES AND PRACTICES

The entire campus community is encouraged to report any and all known or suspected incidents of criminal activity on campus to the University Police Department as soon as possible. Voluntary confidential reporting of crime incident on campus may be made to other non-police campus security authorities, who are officials of the university and have significant responsibility for student and campus activities (including but not limited to student housing, student discipline, campus judicial proceedings, athletic officials, deans or faculty advisors). Confidential crime reporting can be made when the victim of the crime elects or is unable to make such a report.

A common theme of all security awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Various student organizations and campus departments conduct security procedure programs.

### **Red & Black Shuttles**

The University Police Department provides shuttle services along three routes on campus in the immediate surrounding community. Five shuttle busses provide service to the campus, including one bus to accommodate ADA requests. The Green Route provides service to seven campus shuttle stops while the Red and Black Routes provide service to 11 shuttle stops surrounding campus. The Red & Black Shuttle operates Mon-Thu from 5:30 p.m. to Midnight when classes are in session during Fall and Spring Semesters. The shuttle does not operate on campus holidays.

### **Collaborative Incident Management Team (CIM-T)**

This committee functions as the campus threat management and intervention team and works to ensure cooperation and communication across divisions to address any students and incidents of concern on campus. The team meets weekly and addresses potential student conduct issues, student mental health concerns and other student behavioral incidents that may occur. Although the composition of the team may vary slightly, it is generally comprised of members from departments including University Police, Center for Student Rights and responsibilities, Student Ombuds Office, Student Affairs, and Counseling and Psychological Services.

## CRIME PREVENTION PROGRAMS

The following programs have been designed to inform students, faculty and staff about various ways to help in the prevention of crimes on campus:

<b>Program Description</b>	<b>Frequency</b>	<b>Intended Audience</b>	<b>Contact Information</b>
Multi Option Active shooter response training	Standing training twice each semester and as requested	All students, faculty and staff	Emergency Services 619-594-7903 University Police 619-594-1447
Self Defense – Basic, physical self-defense instruction	As requested	All students, faculty and staff	University Police 619-594-1447
CPTED – Crime Prevention Through Environmental Design; Designed to minimize opportunity for crime based on physical environment	As requested or as part of new construction	Primarily those in office spaces, classrooms, front desks. Faculty/staff	Emergency Services 619-594-7903 University Police 619-594-1447
Coffee with the Chief – Opportunity to interact with police chief to address safety concerns	Monthly	Student organizations, including cultural identity based student organizations	University Police 619-594-1991
Orientation Programs – Provide safety and security overview to new students and employees	Monthly for employees; Orientation for students	All students, faculty and staff	Human Resources 619-594-6404 New Student Programs 619-594-1509 Emergency Services 619-594-7903 University Police 619-594-1447

### CRIMINAL ACTIVITY AT NONCAMPUS LOCATIONS OF STUDENT ORGANIZATIONS

The San Diego Police Department has primary jurisdiction for the public and private property that adjoins SDSU, as well as at several off-site locations maintained by SDSU. The University Police Department shares concurrent jurisdiction with the San Diego Police Department for the community immediately surrounding the university, and routinely patrols the area. SDSU records and monitors criminal activity by students at non-campus locations of student organizations through a memorandum of understanding with the San Diego Police Department that ensures the timely reporting of crimes for inclusion into our annual Security and Safety Report. University Police regularly communicates with local law enforcement agencies who may notify University Police of an incident involving a campus-affiliated group off campus. University officers may gather information and refer the incident to the Center for Student Rights and Responsibilities for further investigation.

### ALCOHOL AND DRUGS

Except for certain, specified areas on campus and in some residential housing where residents are over the age of 21, the possession, sale, or use of alcoholic beverages is prohibited on campus. The campus enforces the legal drinking age of 21 years, and all state and local laws regulating the use of alcoholic beverages.

All members of the campus community are subject to disciplinary action and/or criminal prosecution for the on-campus possession, use, sale or distribution of any quantity of inappropriate prescription

drugs or controlled substances as defined by federal, state and local laws.

San Diego State University is committed to providing positive academic and professional environments for our students, faculty, and staff. Alcohol abuse and the use of illegal drugs are incompatible with this objective. The Center for Human Resources provides the following information to faculty and staff per the requirements of the Federal Drug-Free Schools and Communities regulations. Please also see SDSU's Alcohol and Illegal Drugs Policy, which is located here:

[http://go.sdsu.edu/student\\_affairs/healthpromotion/aodsdsualcoholsubstancepolicies.aspx](http://go.sdsu.edu/student_affairs/healthpromotion/aodsdsualcoholsubstancepolicies.aspx). SDSU is also a smoke-free campus and smoking, including electronic cigarettes, is not permitted anywhere on campus.

### **Health Risks**

The use and abuse of alcohol and illegal drugs can lead to accidents, injury, and death. If you see someone unconscious and suspect that alcohol and/or drugs are involved, please call 9-1-1. Driving after consumption of even relatively small quantities of alcohol – as little as one drink – compromises safe driving and substantially increases the risk of being involved in an accident. If you witness an intoxicated driver, please call 9-1-1. Law enforcement personnel will typically need a description of the manner in which the vehicle is being driven, a license plate number and description of the vehicle and driver, and an exact location and direction of travel. Alcohol and/or drug dependency – Continuing use of substances with adverse effects on any are of life – put life, including pregnancy, at risk and may contribute to serious health problems like cancer and heart disease.

### **Resources for Faculty and Staff**

All faculty and staff may call the University's Employee Assistance Program (EAP) administered by AETNA at 1-800-342-8111 for confidential, around-the-clock counseling related to alcohol abuse and/or the use of illegal drugs and its impacts. University-sponsored medical insurance plans may provide additional counseling, treatment or rehabilitation programs. Contact your medial insurance provider or the Center for Human Resources, Benefits Services at (619) 594-1144 for more information. **All contact is confidential.**

### **Law**

Federal and California law make it illegal to possess most drugs (including marijuana). It is also illegal for anyone under 21 years of age to purchase or possess alcohol or to furnish alcohol to those under 21 years of age.

### **Consequences**

While the totality of the circumstances will always be determinative of the University's handling of a violation of law or the SDSU Alcohol Abuse and Illegal Drugs Policy, such violations may result in disciplinary sanction in accordance with the controlling collective bargaining agreement and California Education Code, Section 89595, or for management employees, Title 5 of the California Code of Regulations.

### **Alcohol and Drug Education Programs**

Various drug and alcohol education programs are offered on campus. SDSU Health Promotions offers two Alcohol and Other Drugs (AOD) presentations, one on alcohol basics and one on drug basics. Other programs include Bystander Intervention training which focuses on typical responses in

problematic or emergency situations; FratMANers which raises awareness about sexually coercive behavior and rape; RADD California which promotes non-drinking designated driving; Alcohol e-CHECKUP To Go which is an interactive self-assessment tool that provides feedback about drinking and risk patterns; Marijuana e-CHECKUP To Go which is an interactive self-assessment tool that provides feedback about marijuana use and risk patterns. There is a program designed specifically for student athletes, called Aztec Choices, which is a counseling appointment for incoming students that focuses on lifestyle choices specific to student athletes. In addition, Residential Education routinely provides training to resident advisors, community assistants and other reside hall staff throughout the year. To view a copy of the Drug-Free Schools and Communities Act (DFSC Act) biennial review, please visit: [http://go.sdsu.edu/student\\_affairs/healthpromotion/files/08295-DFSCA\\_2015-2016\\_Biennial\\_Review-F.pdf](http://go.sdsu.edu/student_affairs/healthpromotion/files/08295-DFSCA_2015-2016_Biennial_Review-F.pdf).

## SEXUAL VIOLENCE

The California State University does not discriminate on the basis of sex, gender, including gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the University (both on and off campus), and protect all people regardless of their gender from Sex Discrimination, including Sexual Harassment, Sexual Misconduct, including Sexual Assault, Dating or Domestic Violence, and Stalking.

The University seeks to provide an education environment in which students, faculty, and staff work together in an atmosphere free of Sexual Misconduct, including Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence and Stalking. Every member of the University community shall be aware that Sexual Misconduct, and/or acts of violence with a sexual nature directed toward another person will not be tolerated and are prohibited by federal and state law and University policy. As members of the University community, students shall comply with University policies and guidelines in addition to federal, state, and local laws whether on or off campus. The University will discipline persons identified as responsible for Sexual Misconduct, Dating or Domestic Violence, or Stalking as described in this report and University policy.

In an ongoing effort to prevent Sexual Misconduct, Dating Violence, Domestic Violence and Stalking, the University provides education and prevention programs, investigates complaints, dispenses corrective or disciplinary action where appropriate, provides referrals for medical care/counseling, modified classes, reduced course loads, campus housing changes, work assignment assistance, stay away orders, leaves of absence, and more. The University also provides information to victims on pursuing criminal action and obtaining protective orders if needed. University officials who are responsible for investigating and/or adjudicating cases of Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking receive annual training for compliance with federal, state and CSU system regulations.

The University is committed to empowering victims of Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking by providing ample supportive services, and encouraging their choice of action, regardless of their decision to seek criminal prosecution of offender(s). If requested by the victim, University personnel will assist the victim in notifying the appropriate law enforcement authorities.

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## PREVENTION, EDUCATION, AND AWARENESS

**Dating Violence, Domestic Violence and Sexual Assault Education Programs**

<b>Program Name</b>	<b>Description</b>	<b>Frequency</b>	<b>Contact Information</b>
Bystander Intervention	Response to difficult situations	On-going/As Requested	SDSU Health Promotion 619-594-4133
FratMANers	Avoiding sexually coercive behavior and rape	On-going/As Requested	SDSU Health Promotion 619-594-4133
Healthy Relationships & Dating Violence	Teaches about healthy relationships	On-going/As Requested	SDSU Health Promotion 619-594-4133
Sexual Violence Awareness, Prevention & Intervention	Sexual violence, Title IX, reporting options and wellness education	On-going/As Requested	SDSU Health Promotion 619-594-4133
Self Defense Course	Teaches basic personal defense	On-going/As Requested	SDSU Police Department 619-594-1991
Let's Talk	Rape and sexual assault resources	Online	Sdsutalks.sdsu.edu
Sexual Violence Prevention Program	Teaches to identify, prevent and interrupt sexual violence	Online	<a href="https://interwork.sdsu.edu/echeckup/svp/welcome">https://interwork.sdsu.edu/echeckup/svp/welcome</a>
The Brave Project	Comprehensive training to prevent sexual violence	Three times each semester	Women's Resource Center 619-594-2301
Aztec Warrior Wellness	Comprehensive and ongoing training to prevent and interrupt sexual violence	Regularly scheduled and periodic	SDSU Athletics 619-594-0394

## DEFINITIONS PER EXECUTIVE ORDERS 1095-1097

**SEX DISCRIMINATION**

An adverse action taken against an individual because of gender or sex (including Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking) as

prohibited by Title IX; Title IV; VAWA/Campus SaVE Act; California Education Code § 66250 et seq.; and/or California Government Code § 11135. See also Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act (Cal. Govt. Code § 12940 et seq.), and other applicable laws. Persons of all genders and gender identities can be victims of Sex Discrimination

## SEXUAL HARASSMENT

A form of Sex Discrimination, unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to sexual advances, requests for sexual favors, offering benefits or giving preferential treatment in exchange for sexual favors and any other conduct of a sexual nature where:

- a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a person's employment terms or conditions, academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or
- b. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the complainant, and is in fact considered by the complainant, as limiting their ability to participate in or benefit from the services, activities or opportunities offered by the University; or
- c. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the complainant, and is in fact considered by the complainant, as creating an intimidating, hostile or offensive environment.

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<sup>1</sup> As mandated by the Clery Act's Violence Against Women Act (VAWA)/Campus SaVE Act, these policy definitions are derived from the local jurisdiction, and based on the California Penal Code, the California Family Code, and the California Evidence Code. In some instances, these definitions may differ slightly from the federal definitions set forth in the next section for mandatory crime statistic reporting. For reportable crime statistics, the Clery Act regulations mandate definitions from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Handbook.

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Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom or work environment that are unrelated to the coursework or employment.

Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

The University's policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, or Stalking, subject to University policy.



## SEXUAL MISCONDUCT

All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity is Sexual Misconduct, whether or not the conduct violates any civil or criminal law.

Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical sexual acts, such as unwelcome sexual touching, Sexual Assault, Sexual Battery, Rape, and Dating Violence. When based on gender, Domestic Violence or Stalking also constitute Sexual Misconduct. Sexual Misconduct may include using physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication) to engage in sexual activity. Persons of all genders can be victims of these forms of Sexual Misconduct. Sexual activity with a minor is never consensual when the complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.

## SEXUAL ASSAULT

A form of Sexual Misconduct, an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's gender or sex.

## SEXUAL BATTERY

A form of Sexual Misconduct, any willful and unlawful use of force or violence upon the person of another because of that person's gender or sex, as well as touching an intimate part of another person against that person's will and for the purpose of sexual arousal, gratification or abuse.

## RAPE

A form of Sexual Misconduct, non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute Rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because they are incapacitated from alcohol and/or drugs, are under 18 years old, or if a mental disorder or developmental or physical disability renders a person incapable of giving consent. The respondent's relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant. (See complete definition of Consent below.)

## ACQUAINTANCE RAPE

A form of Sexual Misconduct committed by an individual known to the victim. This includes a person the victim may have just met or; i.e., at a party, introduced through a friend, or a social networking website.

## AFFIRMATIVE CONSENT

An informed, affirmative, conscious, voluntary, and mutually agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure Affirmative

Consent has been obtained from the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence mean consent. Affirmative Consent must be voluntary, and given without coercion. Force, threats, or intimidation.

- The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of Affirmative Consent. A request for someone to use a condom or birth control does not, in and of itself, constitute Affirmative Consent.
- Affirmative Consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- Affirmative Consent cannot be given by a person who is incapacitated. A person is unable to consent when asleep, unconscious or is incapacitated due to the influence of drugs, alcohol or medication so that the person could not understand the fact, nature or extent of the sexual activity. A person is incapacitated if they lack the physical and/or mental ability to make informed, rational decisions,
- Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making ability, awareness of consequences, and ability to make informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish that person's responsibility to obtain Affirmative Consent before engaging in sexual activity.
- A person with a medical or mental disability may also lack the capacity to give consent.
- Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving consent due to age.
- It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:
  - The person was asleep or unconscious;
  - The person was incapacitated due to the influence of drugs, alcohol or medication, so that the person could not understand the fact, nature or extent of the sexual activity;
  - The person was unable to communicate due to a mental or physical condition.
- It shall not be a valid excuse that the respondent believed that the person consented to the sexual activity under either of the following circumstances:
  - The respondent's belief in Affirmative Consent arose from the intoxication or recklessness of the respondent;
  - The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.

## DOMESTIC VIOLENCE

Abuse committed against someone who is a current or former spouse; current or former cohabitant; someone with whom the abuser has a child; someone with whom the abuser has or had a dating or engagement relationship; or a person similarly situated under California domestic or

family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and/or (6) the length of the relationship. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to themselves or others. Abuse does not include non-physical, emotional distress or injury.

#### DATING VIOLENCE

Abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to themselves or others. Abuse does not include non-physical, emotional distress or injury.

#### STALKING

Engaging in a repeated Course of Conduct directed at a specific person that would cause a Reasonable Person to fear for their own or others' safety, or to suffer Substantial Emotional Distress. For purposes of this definition:

- 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 the same Protected Status(es) as the complainant;
- Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.
- Protected Status includes Age, Disability, Gender, Genetic Information, Gender Identity or Expression, Nationality, Marital Status, Race or Ethnicity, Religion, Sexual Orientation, and Veteran or Military Status.

#### PROCEDURES FOR REPORTING A CRIME OF SEXUAL VIOLENCE/SEXUAL MISCONDUCT

**Call 9-1-1 in any kind of emergency, or when facing immediate harm or threat of harm.**

Persons who have experienced Sexual Misconduct, including Rape, Dating Violence, Domestic Violence, or Stalking, are encouraged to seek immediate assistance from police and healthcare providers for their physical safety, emotional support and medical care. University or local police can escort victims to a safe place and transport them to a hospital for medical treatment, if needed. University police can also provide access to a Sexual Assault Victim Advocate. Victims who prefer not to notify the police, are strongly encouraged to seek assistance from the campus Title IX Coordinator and/or a Sexual Assault Victim Advocate or counselor who can provide information on

options, rights and remedies.

Victims have the right to decide who and when to tell about Sexual Misconduct, Dating and Domestic Violence, and Stalking. However, it is very important that they get medical attention after being assaulted. Following the incident, a victim may be physically injured, may have contracted a sexually transmitted disease, or may become pregnant.

The University's primary concern is the safety and well-being of every member of the campus community. The use of alcohol or drugs never makes the victim at fault. If a campus community member has experienced Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking they should not be deterred from reporting the incident out of a concern that they might be disciplined for related violations of drug, alcohol, or other University policies. Except in extreme circumstances, University students or employees who are victims of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking will not be subject to discipline.

The University encourages victims of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking to talk to someone about what happened – so they can get the support they need, and so the University can respond appropriately. Whether – and the extent to which – a University employee may agree to maintain confidentiality (and not disclose information to the Title IX Coordinator) depends on the employee's position and responsibilities at the University. The following information is intended to make everyone aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn for help. The University strongly encourages victims to talk to someone identified in one or more of these groups.

Certain University employees, listed below, are required by law to maintain near or complete confidentiality; talking to them is sometimes called a "privileged communication." University law enforcement employees may maintain the victim's identity as confidential, if requested by the victim, but will report the facts of the incident to the Title IX Coordinator, including the identity of the perpetrator. Most other University employees are required to report all details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator so the University can take immediate action to protect the victim, and take steps to correct and eliminate the

misconduct.

University Police, the Title IX Coordinator, University-employed physicians, professional counselors, licensed clinical social workers, sexual assault and domestic violence counselors and advocates, and certain other University employees are required to explain to victims their rights and options with respect to confidentiality.

#### PRIVILEGED AND CONFIDENTIAL REPORTS

Treating physicians, psychotherapists, professional counselors, and clergy who work or volunteer providing medical or mental health treatment or counseling (including those who act in that role under their supervision may not report any information about an incident of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking to anyone else at the University, including the Title IX Coordinator, without the victim's consent. A victim can seek assistance and support from physicians, psychotherapists, professional, licensed counselors, and clergy without triggering a

University investigation that could reveal the victim's identity or the fact of the victim's disclosure. However, see limited exceptions below regarding when these professionals must report to local law enforcement agencies. These confidential professionals should explain these limited exceptions to victims, if applicable.

The University will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to (1) speak only to a treating physician, psychotherapist, professional counselor, or clergy member, and (2) maintain complete confidentiality. Even so, these individuals will assist victims in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the University and a separate complaint with local or University Police. If a victim insists on confidentiality, the University will likely not be able to fully assist the victim with: University academic support or accommodations; changes to University-based living or working schedules; or adjustments to course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the University or report the incident to the police, and thus have the incident fully investigated. Counselors and advocates can provide victims with that assistance if requested. Treating physicians, psychotherapists, professional counselors, and clergy will also explain that Title IX includes protections against retaliation, and that the University will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

#### EXCEPTIONS TO CONFIDENTIALITY

Under California law, any health practitioner employed in a health facility, clinic, physician's office, or local or state public health department or clinic is required to make a report to local law enforcement if they provide medical services for a physical condition to a patient/victim who they know or reasonably suspects is suffering from (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including Sexual Misconduct, Domestic Violence, and Dating Violence). This exception does not apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims, if applicable.

Additionally, under California law, physicians, psychotherapists, professional counselors, licensed clinical social workers, clergy, and sexual assault and domestic violence counselors and advocates are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to victims, if applicable. Finally, some or all of these professionals may also have reporting obligations under California law to (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the sexual violence incident. If applicable, these professionals will explain this limited exception to victims.

## REPORTING OPTIONS

Victims have several reporting options including those with confidentiality, and may pursue one or all of these options at any time. Victims have a right to have a friend, family member, sexual assault victim advocate, or other representative present while reporting the incident. They also have the right to have a sexual assault victim advocate and support person of their choice present with them during a rape examination. The campus Title IX Coordinator can assist in notifying the police. Victims may also take any of the actions below.

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### CRIMINAL

Reporting to University Police and/or local police is an option at any time. Victims who choose not to report to the police immediately following a Sexual Misconduct, Dating and Domestic Violence, or Stalking incident, can still make the report at a later time. However, with the passage of time, the ability to gather evidence to assist with criminal prosecution may be limited. Depending on the circumstances, the police may be able to obtain a criminal restraining order on the victim's behalf.

### REPORTING TO THE POLICE

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As soon after the incident as possible, victims of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking are strongly encouraged to report the incident to the police. Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking may be reported to the University Police Department by dialing 911. The University Police will support all victims of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking regardless of their decision to seek criminal prosecution of the offender or not. Victims have the option to report anonymously to the police and the decision to seek criminal prosecution remains with the victim. University Police will protect the confidentiality of the victim to the extent permitted by applicable California State law.

If a victim reports to a local police agency or the University Police about Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests that their identity be kept confidential, their name will not become a matter of public record and the police will not report the victim's identity to anyone else at the University, including the Title IX Coordinator. University Police will, however, report the facts of the incident itself, including the identity of the perpetrator if known, to the Title IX Coordinator being sure not to reveal the victim names/identities or compromise their own criminal investigation. The University is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the University will report the type of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed.

In cases of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking, the preservation of physical evidence is important to facilitate the identity and successful prosecution of the offender. The victim should not change clothes, bathe, douche, or shower following the attack. Sexual Assault Response Team (S.A.R.T.) medical personnel are trained to collect, process, and preserve physical evidence of Sexual Misconduct, and are committed in their assistance to the victim. Victims may request a S.A.R.T. exam to preserve forensic evidence without completing a police report. This evidence may be used in the case a victim wishes to report the assault at a later date. Victims are not financially responsible for S.A.R.T. exams and the cost will be the responsibility of the local law enforcement jurisdiction.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection orders related to the incident more difficult. Victims who choose not to make a complaint regarding an incident, nevertheless should consider speaking with University Police or other law enforcement to preserve evidence in the event that they change their mind and wishes to report the assault at a later date.

A victim has the right to have a confidential advocate present when reporting to law enforcement and during examinations. With the victim's consent, the confidential advocate will assess the victim's immediate needs and provide support and referral as appropriate. This confidential assistance may include: counseling, information concerning rape trauma syndrome; information on the collection of medical evidence and available health services to test for injuries, sexually transmitted diseases, and/or pregnancy. Assistance is also available with access to other resources and services, including assistance in obtaining emergency protection orders and restraining orders.

### REPORTING TO A CSA

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Any member of the University community may report incidents of Sexual Misconduct, Dating Violence, Domestic Violence or Stalking to any Campus Security Authority (CSA's). These University personnel will assist the victim in notifying the appropriate law enforcement agency if the victim requests the assistance of law enforcement. In addition, most campus employees including CSA's are required to report incidents of Sexual Misconduct, Dating Violence, Dating Violence and Stalking to the Title IX Coordinator. Title IX Coordinator reporting responsibilities are described in detail below.

*NOTE: If the University determines that the perpetrator poses a serious and immediate threat to the campus community, under the Clery Act the campus may be required to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.*

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### ADMINISTRATIVE

Victims may report to the campus Title IX Coordinator, who will provide written and verbal information regarding applicable University complaint procedures for investigating and addressing the incident.

The Title IX Coordinator will also provide information regarding resources available to victims, as well as information regarding their rights and options. Contact information for the Title IX Coordinator is listed above.

### REPORTING TO A TITLE IX COORDINATOR OR RESPONSIBLE EMPLOYEE

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Many resources and options are available on and off campus including confidential and privileged communication options. The University has designated a Title IX Coordinator as the primary point of contact to provide victims with assistance and support, and to monitor and oversee overall compliance with laws and policies related to Sexual Misconduct, Dating and Domestic Violence, and Stalking. The campus Title IX Coordinator is available to explain and discuss rights to file a criminal complaint and to assist in doing so; the University's relevant complaint process, and rights to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

Most University employees have a duty to report Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking incidents when they are on notice of it. When a victim tells the Title IX Coordinator or another non-confidential University employee about a Sexual Misconduct, Dating



Violence, Domestic Violence, or Stalking incident, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. In all cases, the University strongly encourages victims to report Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking directly to the campus Title IX Coordinator.

As detailed above, most University employees except treating physicians, licensed counselors, and clergy must report to the Title IX Coordinator all relevant details about any Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking incidents of which they become aware. The University will need to determine what happened and will need to know the names of the victim(s) and the perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other University employees will be kept private and shared only with individuals responsible for handling the University's response to the incident. The University will protect the privacy of individuals involved in a Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking incident except as otherwise required by law or University policy. A Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking report may result in the gathering of extremely sensitive information about individuals in the campus community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a

report. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the victim's identity and privacy and the privacy of other involved individuals. Except as detailed in the section on Privileged and Confidential Communications above, no University employee, including the Title IX Coordinator, should disclose the victim's identity to the police without the victim's consent or unless the victim has also reported the incident to the police.

If a victim requests of the Title IX Coordinator or another University employee that their identity remain completely confidential, the Title IX Coordinator will explain that the University cannot always honor that request and guarantee complete confidentiality. If a victim wishes to remain confidential or request that no investigation be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, employees and third parties, including the victim. Under those circumstances, the Title IX Coordinator will determine whether the victim's request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the University has a legal obligation to report the incident, conduct an investigation or take other appropriate steps. Without information about a victim's identity, the University's ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited.

The Title IX Coordinator will inform the victim of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response to the incident. The Title IX Coordinator will remain mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm, and work with the victim to create a safety plan. Retaliation against the victim, whether by students, employees or third parties, will not be tolerated. The University and Title IX Coordinator will also:

- Provide interim remedies requested by the victim, if they are reasonably available, regardless

- of whether the victim chooses to report to campus or local police;
- Assist victims in accessing available victim advocacy, academic support, counseling, disability, medical/health or mental health services, and legal assistance both on and off campus;
- Provide security and support, which could include issuing a no-contact order, helping arrange a change of campus-based living or working arrangements or course schedules (including for the perpetrator pending the outcome of the investigation) or adjustments for assignments, tests, or work duties; and
- Inform victims of their right to report a crime to University or local police – and provide victims with assistance if desired.

The University will not require a victim to participate in any investigation or disciplinary proceeding if the victim does not wish to participate.

The University will not generally notify parents or legal guardians of a Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking report unless the victim is under 18 years old or the victim provides the University with written permission to do so.

Under California law, and pursuant to University policy, many University employees, including the Title IX Coordinator, are mandatory child abuse and neglect reporters and should explain to victims under 18 years of age that they are required to report the incident to the police. However, the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies.

Because the University is under a continuing legal obligation to address the issue of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking campus-wide, reports (including non-identifying reports) may also require the University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported incident(s) occurred; increased education, training and prevention efforts, including to targeted population groups; climate assessments/victimization surveys; and/or revision of policies and practices.

## NON-REPORTING

Victims are strongly encouraged to report any incident of Sexual Misconduct, Dating and Domestic Violence, or Stalking to the police and/or campus Title IX Coordinator so that steps may be taken to protect them and the rest of the campus community. However, non-reporting is also an option.

## CIVIL LAWSUIT

Victims may choose to file a civil lawsuit against the perpetrator, whether or not criminal charges have been filed. A civil lawsuit provides the opportunity to recover actual damages, which may include compensation for medical expenses, lost wages, pain, suffering and emotional distress.

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## RESTRAINING ORDERS

Victims may also choose to obtain a protective or restraining order (such as a Domestic Violence restraining order or a civil harassment restraining order). Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can protect victims who have experienced or are reasonably in fear of physical violence, Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking. The campus Title IX Coordinator or Sexual Assault Victim's Advocate can offer assistance with obtaining a protective or restraining order.

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## DISCIPLINARY PROCEDURES

The University has procedures that provide for an administrative investigation of Sexual Misconduct, Dating Violence, Domestic Violence or Stalking and written findings based on the preponderance of the evidence standard. In cases of Sexual Misconduct when: (1) the respondent is a student; (2) the credibility of a witness is an issue; and (3) there is the potential for the imposition of a severe sanction, the procedures provide for a hearing after an investigation. After the investigation (or hearing, if applicable), written findings based on the preponderance of the evidence standard will be provided to the complainant and respondent. Both the complainant and respondent may appeal written findings from the final investigation report or the hearing. All appeals are submitted to the CSU Chancellor's Office. The procedure for complainants filed by and against CSU employees and third parties is separate from but similar to the procedure for CSU students.

When a student or employee reports to the University that the student or employee has been a victim of Sexual Misconduct, Dating Violence, Domestic Violence or Stalking, the University will provide the student or employee a written explanation of their rights and options.

The investigation and hearing process (when applicable) from initial complaint to final result shall be prompt, fair, and impartial. An investigator will meet separately with the complainant and the respondent and other potential witnesses to gather information.

Before reaching a final conclusion or issuing a final investigation report, the investigator shall have: a) advised the Parties, or have offered to do so, verbally or in writing, of any evidence upon which the findings will be based; and b) given the Parties an opportunity to respond to the evidence, including presenting further relevant evidence, information or arguments that could affect the outcome. The investigator will not reach a final conclusion or issue an investigation report until after careful consideration has been given to any such relevant evidence, information or arguments provided by the Parties. The investigator retains discretion and authority to determine relevance.

After review of evidence by the parties, the investigator will prepare a final investigation report. The report shall include a summary of the allegations, the investigation process, the preponderance of the evidence standard, a detailed description of the evidence considered and appropriate findings. Within 10 days of issuance of the final investigation report, the Title IX Coordinator shall notify the Complainant and the Respondent in writing of the outcome of the investigation.

After the investigation has been concluded, in Sexual Misconduct cases that require a hearing, the parties will receive an investigation report that will (a) describe the allegations; (b) identify the material facts – undisputed and disputed – with explanations as to why any material fact is disputed; and (c) describe the evidence presented and considered. At this stage in the process, the parties will be offered an opportunity to informally resolve the complaint.

If the parties are unable to informally resolve the matter, a hearing will be scheduled. The hearing will be conducted by an independent Hearing Officer who will listen to the witnesses and analyze the evidence presented. The Hearing Officer will ask questions of the parties as well as other witnesses with percipient knowledge of the facts in dispute, and will make findings of fact and a decision about whether CSU policy was violated by a preponderance of the evidence. Although the parties themselves will not ask questions, they may propose questions for the Hearing Officer to ask of the other party and witnesses.

At the conclusion of the University's complaint and investigation procedure (including hearing), any employee or student found to have violated University policy against Sexual Misconduct, Dating

Violence, Domestic Violence, or Stalking will be subject to discipline. For employees, discipline would be administered consistent with applicable collective bargaining agreements, University policies and legal requirements. For students, discipline would be administered in accordance with CSU Executive Order 1098 (discussed below). Victims are not required to participate in any University disciplinary and may choose not to be a part of it. Disciplinary procedures will:

- Provide a prompt, fair, and impartial process and resolution;
- Be conducted by officials who receive annual training on Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking and how to conduct a hearing process that protects the of victims and promotes accountability;
- Provide the complainant and respondent the same opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
- Simultaneously inform the complainant and respondent in writing of:
  - The outcome of the disciplinary proceeding;
  - The University's procedures to appeal the results of the disciplinary proceeding;
  - Any change to the disciplinary results that occurs prior to the time such results become final; and
  - When disciplinary results become final.

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#### COMPLAINT PROCEDURES

The CSU has adopted and published complaint procedures that provide for prompt, impartial, and equitable resolution of complaints of Sex Discrimination, including Sexual Harassment, Sexual Misconduct, including Rape and Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Regardless of whether an employee, a student or a third party ultimately files a complaint under the applicable complaint procedure, if the University knows or has reason to know about possible Sex Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking, it must review the matter to determine if an investigation is warranted. When warranted, all such investigations must be prompt, thorough and impartial. The University must then take appropriate steps to eliminate the Sex Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and/or Stalking, prevent its recurrence, and remedy its effects.

#### COMPLAINTS MADE BY STUDENTS

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Executive Order 1097, entitled "Systemwide Policy Prohibiting Discrimination, Harassment, and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Students and Systemwide Procedure for Addressing Such Complaints by Students" is the appropriate systemwide procedure for all complaints of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence, and Stalking made by CSU students against the CSU, a CSU employee, another CSU student, or a third party. Executive Order 1097 can be viewed at <http://www.calstate.edu/eo/EO-1097-rev-3-29-19.pdf>.

#### COMPLAINTS MADE BY EMPLOYEES, FORMER EMPLOYEES, THIRD PARTIES, AND APPLICANTS FOR EMPLOYMENT

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Executive Order 1096, entitled "Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties" is the appropriate systemwide procedure for all complaints of Sex Discrimination, Sexual

Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking made by employees and former employees against the CSU, another CSU employee, a CSU student or a third party.

Employees covered by a collective bargaining agreement that provides a grievance procedure for raising allegations of Sex Discrimination or Sexual Harassment, including Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking shall use the grievance procedure specified in their collective bargaining agreement. Executive Order 1096 can be viewed at <http://www.calstate.edu/eo/EO-1096-rev-3-29-19.pdf>.

#### COMPLAINTS MADE BY STUDENT-EMPLOYEES

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Executive Order 1096 is the appropriate system-wide procedure for all complaints of Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking, made by student-employees where the alleged Sex Discrimination, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking arose out of the person's status as an employee and not their status as a student. Executive Order 1096 can be viewed at <http://www.calstate.edu/eo/EO-1096-rev-3-29-19.pdf>.

#### DISCIPLINARY PROCEDURE

The Title IX Coordinator (or designee) is responsible for investigating complaints of Gender Discrimination, Harassment and Retaliation, including Sex Discrimination and Sexual Harassment, as well as Complaints of Sexual Misconduct, Domestic and Dating Violence, and Stalking. (See Executive Orders 1095, 1096 and 1097.)

With respect to cases adjudicated under Executive Order 1097 (i) alleging Sexual Misconduct by a Student that, (ii) if substantiated, could result in a severe sanction (suspension or expulsion), and (iii) where credibility of any Party or witness is central to the finding, a hearing will be conducted after an investigation and a review by the parties of the evidence gathered during the investigation. Generally, within 10 working days of the close of the hearing, the Hearing Officer will make findings of fact and conclusions about whether a violation of CSU policy has occurred. The standard of proof the Hearing Officer will use is whether each allegation is substantiated by a Preponderance of the Evidence.

The Title IX Coordinator will review the Hearing Officer's Report to ensure compliance with CSU policy. The Hearing Officer's Report shall be promptly transmitted to the Parties, the Title IX Coordinator, and the Student Conduct Administrator.

With respect to Executive Order 1096 and all other matters falling under Executive Order 1097 that do not meet the criteria articulated above, the Title IX Coordinator investigates those complaints or assigns an investigator. The investigator prepares a report that includes findings of facts and conclusions about whether the applicable Executive Order was violated. Unless the determination is appealed as provided in Executive Orders 1096 or 1097, it is final and binding in all subsequent proceedings.

Where a complaint is made against a student and the applicable Executive Order is found to have been violated, the Title IX Coordinator shall also notify the Student Conduct Administrator of the investigation outcome and provide a copy of the investigation report.

Where a complaint is made against an employee, Human Resources or Academic/Faculty Affairs shall be notified and provided a copy of the investigation reports. Sanctions are imposed in accordance with current collective bargaining agreement, when applicable, and may include:

- verbal reprimand

- written reprimand,
- reduction in salary
- temporary or permanent demotion
- paid or unpaid administrative leave
- suspension
- denial or curtailment of emeritus status
- mandated education or training
- change in work location
- restrictions from all or portions of campus
- restrictions to scope of work
- dismissal

Unless the Chancellor's Office notifies the campus that an appeal has been filed, investigative findings pursuant to Executive Orders 1096 or 1097 become final 11 working days after the date of the Notice of Investigation Outcome issued pursuant to those Executive Orders. If an appeal is filed, the investigative findings do not become final until the appeal has been exhausted

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#### APPEAL OF FINDING IN INVESTIGATION OUTCOME

Any complainant or respondent who is not satisfied with a campus investigation outcome may file an appeal with the Chancellor's Office (CO) within 10 working days after the date of the Notice of Investigation Outcome. The appeal is limited to one or more of the following issues: 1. The investigation outcome is unsupported by the evidence, based on the preponderance of the evidence standard; 2. Prejudicial procedural errors impacted the investigation outcome to such a degree that the investigation did not comply with the relevant Executive Order; or 3. New evidence not available at the time of the investigation. The CO shall respond within 30 working days. The CO appeal response is final

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#### STUDENT CONDUCT PROCEEDINGS

In cases where there is no hearing and the investigative report finds a violation of Executive Order 1096 or 1097, or where the finding of a violation has been sustained after an appeal, the report is referred to the Student Conduct Administrator to initiate student conduct proceedings. The Student Conduct Administrator will offer to conduct pre-hearing conferences separately with the complainant and respondent to review information concerning the charges, interim remedies, proposed sanctions or range of sanctions, the nature of further proceedings, and possible disposition without sanction hearing.

The Student Conduct Administrator shall, in consultation with and agreement from the Title IX Coordinator, determine which cases are appropriate for disposition without a sanction hearing, taking into consideration the investigation report and any additional information provided during any conferences. If a proposed resolution agreement can be reached, the terms shall be put in writing and signed by both the student charged and the University (after the student has had a reasonable opportunity to consult with an advisor). Any proposed resolution may be appealed by the complainant and is not final until any such appeal is exhausted.

If not resolved, the Student Conduct Administrator will issue a Notice of Hearing and shall schedule the hearing promptly, but in any event no sooner than 10 working days after, and no later than 20 working days after, the date of the Notice of Hearing. The findings and conclusions of the investigations

conducted in accordance with Executive Orders 1096 and 1097, once any appeals are exhausted, are final and binding. The hearing is limited to determining appropriate sanctions; the findings of the investigation are not under review.

The Hearing Officer controls the hearing. The Student Conduct Administrator and the student charged each put on the evidence in their case and may each ask questions of the witnesses in whatever manner the Hearing Officer deems appropriate. The Hearing Officer may ask questions of any witness, the student charged, the complainant, Student Conduct Administrator, or the Title IX Coordinator.

Questions may not be posed to complainants about their past sexual behaviors involving any persons other than the student charged. The Hearing Officer shall ask any questions of the complainant and other witnesses on behalf of the student charged (who shall give the Hearing Officer a written list of questions).

The investigation report and any Chancellor's Office Appeal Response prepared pursuant to Executive Orders 1096 or 1097 shall be entered into evidence at the hearing, redacted as appropriate to protect private (e.g. contact) information or as otherwise required by law. If the student charged fails to appear at the hearing without good cause, the hearing shall nevertheless proceed.

The Hearing Officer shall submit a written report to the president recommending sanctions, if any, as well as any recommendations regarding additional remedies. The report shall include any mitigating or aggravating factors relied upon by the Hearing Officer in reaching the recommendations. The report shall be submitted within 10 working days after the hearing.

#### DISCIPLINE PROCEEDINGS FOR STUDENT MISCONDUCT CASES

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In cases adjudicated under Executive Order 1097 (i) alleging Sexual Misconduct by a Student that, (ii) if substantiated, could result in a severe sanction (suspension or expulsion), and (iii) where credibility of any Party or witness is central to the finding, if a violation is found, within **5 Working Days** of receiving the finding the Parties may submit to the Hearing Coordinator an impact statement regarding discipline. The Student Conduct Administrator and/or Title IX Coordinator may also submit a written statement regarding aggravating and mitigating factors for the Hearing Officer to consider.

After reviewing submitted information from the parties and the Title IX Coordinator and Student Conduct Administrator, the Hearing Officer will make a sanction recommendation. The sanction recommendation will be submitted to the president (or designee), including recommended sanctions (as defined in EO 1098). The Hearing Officer's Report will attach the Investigation Report and will include:

- a) the factual allegations and alleged policy violations;
- b) the Preponderance of the Evidence standard;
- c) the evidence considered including an analysis of the credibility of the Parties and witnesses, when credibility assessments are required to resolve factual disputes;
- d) any material evidence identified by the Parties or witnesses that the Hearing Officer determined was not relevant (or duplicative) and the reason why the evidence was not considered to be relevant;
- e) a list of all questions proposed by the Parties at the hearing, and if any questions were not



- asked, why;
- f) a summary of the procedural issues raised by the Parties before or during the hearing;
  - g) the factual findings and the evidence on which the factual findings are based;
  - h) to the extent that the factual findings required a determination concerning of the relative credibility or lack of credibility of the Parties or witnesses, an explanation as to how that determination was reached; and
  - i) a determination of whether the Executive Order was violated and an analysis of the basis for that determination.

#### PRESIDENT'S SANCTION DECISION/NOTIFICATION

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The president (or designee) shall review the investigative report and the Hearing Officer's report and issue a decision concerning the appropriate sanction. The president/designee's decision letter shall be issued within 10 working days after receipt of the Hearing Officer's report. The president/designee shall simultaneously send the decision electronically to the student charged and complainant(s).

The president may impose the recommended sanctions, adopt a different sanction or sanctions, or reject sanctions altogether. If the president adopts a sanction other than what is recommended by the Hearing Officer, the president must set forth the reasons in the Decision Letter.

The president will simultaneously send the Decision Letter electronically to the Respondent and Complainant at the University-assigned or other primary e-mail address linked to their University accounts. The decision will also be sent to the Student Conduct Administrator and the Hearing Officer.

Unless the Chancellor's Office notifies the campus that an appeal has been filed, the President's sanction decision becomes final 11 working days after the date of the decision letter.

#### STUDENT SANCTIONS

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The following sanctions may be imposed for violation of the Student Conduct Code:

1. RESTITUTION.

Compensation for loss, damages or injury. This may include appropriate service and/or monetary material replacement.

2. LOSS OF FINANCIAL AID.

Scholarships, loans, grants, fellowships and any other types of state financial aid given or guaranteed for the purposes of academic assistance can be conditioned, limited, cancelled or denied.

3. EDUCATIONAL AND REMEDIAL SANCTIONS.

Assignments, such as work, research, essays, service to the University or the community, training, counseling, removal from participation in recognized student clubs and organizations (e.g., fraternities misconduct or as deemed appropriate based upon the nature of the violation.

4. DENIAL OF ACCESS TO CAMPUS OR PERSONS.

A designated period of time during which the student is not permitted: (i) on University Property or specified areas of campus; or (ii) to have contact (physical or otherwise) with the complainant,

witnesses or other specified persons.

5. DISCIPLINARY PROBATION.

A designated period of time during which privileges of continuing in student status are conditioned upon future behavior. Conditions may include the potential loss of specified privileges to which a current student would otherwise be entitled, or the probability of more severe disciplinary sanctions if the student is found to violate the Student Conduct Code or any University policy during the probationary period.

6. SUSPENSION

Temporary separation of the student from active student status or student status.

- a. A student who is suspended for less than one academic year shall be placed on inactive student (or equivalent) status (subject to individual campus policies) and remains eligible to re-enroll at the University (subject to individual campus enrollment policies) once the suspension has been served. Conditions for re-enrollment may be specified.
- b. A student who is suspended for one academic year or more shall be separated from student status but remains eligible to reapply to the University (subject to individual campus application policies) once the suspension has been served. Conditions for readmission may be specified.
- c. Suspension of one academic year or more, withdrawals in lieu of suspension, and withdrawals with pending misconduct investigations or disciplinary proceedings shall be entered on the student's transcript permanently without exception; this requirement shall not be waived in connection with a resolution agreement.

7. EXPULSION

Permanent separation of the student from student status from the California State University system. Expulsion, withdrawal in lieu of expulsion, and withdrawal with pending misconduct investigation or disciplinary proceeding shall be entered on the student's transcript permanently, without exception; this requirement shall not be waived in connection with a resolution agreement.

8. COUNSELING

Counseling may include mandatory participation in the Alcohol and other Substance abuse Prevention Intervention Re-directive Effort (ASPIRE) or the Successful Community Living Program (SCL).

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<sup>2</sup> A student is not considered to be in good standing for purposes of admission to the University while under a sanction of suspension or expulsion, or while admission or re-admission has been disqualified.

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**MORE THAN ONE SANCTION MAY BE IMPOSED FOR A SINGLE VIOLATION.**

## OTHER CONSIDERATIONS RELATED TO SANCTIONS

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### 1. ADMINISTRATIVE HOLD AND WITHHOLDING A DEGREE

The University may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent written notice of a pending investigation or disciplinary case concerning that student, and may withhold awarding a degree otherwise earned until the completion of the process, including the completion of all sanctions imposed.

### 2. RECORD OF DISCIPLINE

A record of disciplinary probation or suspension is entered on a student's transcript, with beginning and end date, for the duration of the sanction. A record of expulsion or suspension for one academic year or more shall note the effective date of discipline and remains on the transcript permanently, without exception. A record of withdrawal in lieu of suspension or expulsion and withdrawal with pending misconduct investigation or disciplinary proceeding remains on the transcript permanently, without exception. These requirements shall not be waived in connection with any resolution agreement.

### 3. INTERIM SUSPENSION

A president may impose an interim suspension pursuant to Title 5, California Code of Regulations section 41302 where there is reasonable cause to believe that separation of a student is necessary to protect the personal safety of persons within the University community or University property, and to ensure the maintenance of order.

An investigative finding of a violation of Executive Orders 1096 or 1097 standing alone may be sufficient to constitute reasonable cause to believe that an interim suspension is necessary to protect the personal safety of persons within the University community or University property, and to ensure the maintenance of order.

### 4. DENIAL OF PRESENCE ON CAMPUS DURING INTERIM SUSPENSION

During the period of an interim suspension, the student charged may not, without prior written permission from the campus president, enter any campus of the California State University other than to attend the hearing regarding the merits of the interim suspension and any disciplinary hearing. The president may also restrict the student's participation in University-related activities on a case-by-case basis, such as attending off-campus activities and/or participating in on-line classes. Violation of any condition of interim suspension shall be grounds for expulsion.

### 5. ADMISSION OR READMISSION

Applicants for admission or readmission into any University program are subject to appropriate sanctions for violations of the Student Conduct Code, including qualification, revocation or denial of admission or readmission. For students who withdraw while a disciplinary matter is proceeding, the campus has discretion whether to continue proceedings or hold proceedings in abeyance.

## APPEAL OF PRESIDENT'S SANCTION

The complainant and student charged each may file an appeal of the president's decision of appropriate sanctions to the Chancellor's Office no later than 10 working days after the date of the president's decision letter. The complainant may also appeal any proposed sanctions agreed to as part of a proposed resolution agreement with the student charged.

Sanction appeals are limited to a determination as to whether the sanction is reasonable under the facts and circumstances as determined by the investigation and whether any prejudicial procedural errors occurred during the hearing. The Chancellor's Office appeal review will not involve a new investigation and will not consider evidence that was not introduced during the investigation or hearing. The record will be limited to the record at the hearing.

The Chancellor's Office shall issue a final appeal response no later than 10 working days after receipt of the written appeal

## REGISTERED SEX OFFENDERS

California's sex offender registration laws require convicted sex offenders to register their status with the University police department if they are enrolled, residing, attending, carrying on a vocation (i.e. contractor or vendor on campus for more than 30 days in the year), or working with or without compensation for the institution. All public information available in California about registered sex offenders, to include the ability to look-up offenders by name, residence address, and zip code, is on the California Department of Justice Megan's law web site at <http://www.meganslaw.ca.gov/>

## EMERGENCY NOTIFICATION

The University will issue emergency notifications, without delay, in response to a confirmed significant emergency or a dangerous situation, occurring in the Clery defined on campus geography that, in the judgment of the University, constitutes an immediate threat to the health or safety of members of the on-campus community.

Once UPD has received the report, the Chief of Police, (or management designee in the absence of the Chief), will confer with the appropriate public official (e.g., fire chief, health department) and any campus officials responsible for managing the on-campus emergency, if available, to confirm both: 1) an emergency or dangerous situation in fact exists in on-campus geography; and 2) the emergency or dangerous situation poses an immediate or imminent threat to members of the on-campus community.

If both of the above factors are not met, no emergency notification will be issued.

If it is determined that both of the above factors are met, then an emergency notification will be issued to the community. The Chief of Police (or management designee in the absence of the Chief), will confer with the Clery Director if one is designated and if available, to prepare the content of the notification taking into account the safety of the on-campus community. They will also determine, based on the confirmed facts of the emergency, if the entire campus community or only a specific segment of the on campus community is threatened and need to be notified. Examples of emergencies where only a segment might be alerted would be a fire contained in a dorm laundry room where only the residents of that one dorm floor or of that one dorm building are at risk and need to evacuate, or a chemical spill in a

lab where only the one room, floor, or the occupants of that one building are at risk and need to evacuate.

Once the notification is prepared, the Chief of Police or the Clery Director if one is designated, or in their absence, the management designee(s) will, without delay and taking into account the safety of the community, transmit the emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate, life saving measures.

Distribution methods of emergency notifications may include but are not limited to one or more of the following methods:

- The campus mass notification system, including but not limited to phone, campus email, or text messaging
- Audio/visual message boards
- Audible alarms/sirens
- Campus public address systems
- In person or door-to-door notifications in a building or residence halls
- Other means appropriate under the circumstances

Students and employees who need information on how to add contact information to be included for emergency notification or to remove information and “opt out” of notifications should visit <https://phonebook.sdsu.edu/ealert/> or call SDSU Emergency Services in the Administration Building, Suite 320 at 619-594-7903 for assistance.

The Chief of Police or the Clery Director if one is designated, or in their absence, the management designee(s) will provide follow-up notifications and information until the emergency is mitigated and no longer poses a threat.

If an emergency notification is issued, a timely warning will not be issued to the community for the same incident.

## EMERGENCY RESPONSE AND TESTING

The University complies with the National Incident Management System (NIMS) and the California Standardized Emergency System (SEMS) and conducts annual reviews of emergency plans as required by CSU Executive Order 1056. The University’s Emergency Operations Plan (EOP) outlines the University response to a variety of specific emergencies and outlines the incident management structure that will be utilized.

Each year, as required by the Clery Act, members of the SDSU community are provided information regarding the University’s emergency response and evacuation procedures. This information is also available on the Emergency Services website. For 2018, this notification occurred in conjunction with the October 18<sup>th</sup> Great Shake Out earthquake exercise.

In 2018, the University participated in the Great California Shake Out. This campus-wide, announced earthquake drill was intended to test community readiness, emergency preparedness, emergency notification system and certain field responses. Additionally, unannounced evacuation drills were conducted between September 4<sup>th</sup> and 25<sup>th</sup>, 2018 and February 4<sup>th</sup> and February 7<sup>th</sup>, 2019. Those drills tested fire alarm equipment, residential evacuation procedures, evacuee assembly points, and validated residential staff training.

## MISSING STUDENT NOTIFICATION

The purpose of the SDSU Missing Student policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in San Diego State University's on-campus housing.

For purposes of this policy, a student may be considered to be a *"missing student"* if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Upon check in, each student living on campus is required to provide emergency contact information. If the resident is under 18 years old they must also provide the contact information for their parent or legal guardian. In addition, students may identify a confidential contact person to be notified within 24 hours of when the student has been determined to be missing. In the event that a student under 18 years old is determined to be missing, their parents or listed contact person will be notified within 24 hours.

This information is confidential and accessible only by authorized university officials responsible for maintaining the information. It will not be disclosed except to law enforcement personnel in furtherance of an official missing person investigation. Students may update this information via their online Housing Portal.

Missing students may be reported to University Police, the Dean of Students Office, or any Residential Education Office or Office of Housing Administration staff member. Upon notification of a potentially missing student, SDSU University Police shall be notified immediately, and they will begin an investigation of the situation which may include, but not be limited to, the following:

- Conduct a welfare check in the student's on-campus residence.
- Attempt to contact the missing student via phone numbers on file.
- Contact online, call, or speak in person with known contacts such as roommate, suitemates, apartment mates, and friends.
- Contact student employer, if known.
- Contact the student's professors to gather information about the student's recent class attendance.
- If the student has a vehicle, Parking Services will attempt to locate the vehicle on campus.

If the student cannot be located after reasonable efforts, the Dean of Students, Director of Residential Education, Director of Housing Administration, or University Police will then contact the student's emergency contacts no later than 24 hours after the student has been suspected as being missing. If the investigation indicates that a student is missing, University Police will file a Missing Persons Report and notify the San Diego Police Department.

A student who is missing and is believed to be the victim of "foul play", involved in a life threatening situation, has indicated suicidal threats or it is believed they will do harm to themselves constitutes an immediate response situation. University Police will be contacted immediately and will initiate a report as well as take responsibility for notifying additional appropriate law enforcement agencies.

**FIRE SAFETY ACT**

The 2018 Fire Safety Act Report is available at the following link: [http://housing.sdsu.edu/documents/about\\_us/2018\\_Fire\\_Report.pdf](http://housing.sdsu.edu/documents/about_us/2018_Fire_Report.pdf)