

Annual Security and Fire Safety Report and Community Awareness Information 2021



Office of Student Affairs

*Lawson-Fulton Student Center, 1st Floor,
714-879-3901 ext. 2311*

**Hope International University
2500 E. Nutwood Ave., Fullerton, CA 92831**

Campus safety and security is essential to providing an environment where students can receive the maximum benefit from their educational experience. Hope International University takes this responsibility seriously and provides the information in this report to keep the campus community informed of current trends and University policies and procedures. The most recent data may be viewed on the University web site at <https://www.hiu.edu/pdf/Campus-Security-and-Fire-Safety-Report.pdf>. A copy of the report may also be obtained by calling 714-879-3901 ext. 2311 or by visiting the Office of Student Affairs located at 2500 Nutwood Ave., Fullerton, CA 92831 in the Lawson/Fulton Student Center, 1st floor suite 113.

The *Hope International University Annual Security Report* has been prepared to comply with the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (The Clery Act).

Hope International University reserves the right to update or revise the contents of the report at any time.



HIU Fullerton Campus



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Reporting Procedures

Crime Statistics

The statistics listed provide an overall picture of crime at Hope International University from January 1 to December 31 for 2018, 2019, and 2020. This report meets all reporting requirements as set forth in the Jeanne Clery Disclosure of Campus Crime Policy and Campus Crime Statistics Act. Criminal statistics are updated by October 1 of each year and include data from the three previous calendar years.

It is the University's policy to ensure that crime on campus is accurately reported and analyzed for the development of new programs that will aid in crime prevention. Crime statistics for public property adjacent to the University are requested from and provided in part with Fullerton Police Department on the main campus and other local, state and federal law enforcement agencies, whose jurisdictions incorporate the immediate campus and/or non-campus properties and facilities of Hope International University.

Statistics regarding certain law violations resulting in campus disciplinary actions are collected from the offices of Residence Life and Campus Safety. Clery Act statistics are also collected from individuals with significant responsibility for student activities. Crime statistics are reported pursuant to the guideline as specified in Jeanne Clery Disclosure of Campus Crime Policy and Campus Crime Statistics Act, as defined under the FBI Uniformed Crime Reporting procedures, and separated by the following geographical areas:

- ☐ On campus;
- ☐ On-campus residence facilities (these figures are also included in the statistics for on-campus);
- ☐ Public property adjacent to the University; and
- ☐ Non-Campus, University-owned, leased or controlled property located other than on the main branch campus.

In accordance with 34 C.F.R. 668.46, Hope International University may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by the court, coroner, jury, prosecutor, or other similar non-campus official. Hope International University will indicate in the "unfounded" category any crime that has been fully investigated by a law enforcement agency and the investigating agency has determined, based on the results of the investigation and evidence, that the crime report is false or baseless and therefore "unfounded".

Crime statistics concerning this campus and others can also be found on the Department of Education website. The statistics below are being provided as part of Hope International University's commitment to safety and security of our campus and facilities, and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act.

General Procedures for Reporting a Crime or Emergency

It is essential that all crime and suspicious activity be reported promptly and accurately to HIU Campus Safety or to the Fullerton Police Department. As students and staff work together with Campus Safety, crime on campus can be reduced. Reporting criminal activities or emergencies may be done in several ways. HIU recognizes some individuals may prefer to report to other individuals or University offices on campus. A list of titles of individuals to whom criminal offenses may be reported can be found in the "University Resources" section of this report, p. 53.

Campus Safety provides 24-hour service to protect and render aid to the University community. All laws and codes of the State of California are enforced on the campus, including regulations established to administer the campus community.

All campus incident reports are forwarded to the Office of the Vice President for Student Affairs for review and action as appropriate. Follow up investigations of reports take place and involve the necessary parties and/or agencies.

Reporting to the Fullerton Police Department

Individuals reporting a crime to Campus Safety also have the right to report the crime to the Fullerton Police department by calling 911 or utilizing the Fullerton Police Department non-emergency number at 714-738-6800.

Reporting to Campus Safety

When reporting crimes or emergencies on campus please notify Campus Safety at 714-681-7333. Campus Safety may be reached twenty-four hours a day. The Campus Safety Office is located at the entrance to the campus on Titian Drive.

Call to Report a Crime

Victims of crimes who do not want to pursue action within the University or the criminal justice system, may consider making a confidential report. The purpose of a confidential report is to comply with the person's wish to keep the matter confidential, while taking steps to enhance the future safety of that person.

- ☐ Provide your name, telephone number, and location
- ☐ Give clear and accurate information
- ☐ Be prepared to supply suspect and vehicle description, and direction of travel
- ☐ DO NOT HANG UP! Follow the instructions of the Campus Safety Officer
- ☐ Students residing in on-campus housing may report crimes to the on-duty RA who will ensure the immediate notification to Campus Safety.

For the purposes of making a Timely Warning notice and inclusion in the annual statistical disclosure, students and employees can also report criminal offenses in any one of the following ways; In person at the Campus Safety office, by calling the Campus Safety at (714) 681-7333 or 911 in case of emergency. We encourage all crimes to be reported to Fullerton Police Department and/or Campus Safety, an alternative reporting source for students is the VP of Student Affairs. The VP of Student Affairs can be contacted at (714) 879-3901 ext.1211.

Confidential Reporting

Crimes, suspicious behavior, or situations of concern can always be reported by any person Campus Safety at (714) 681-7333 or in case of emergency 911. Persons reporting crimes can remain anonymous if they desire and all anonymous reports relating to criminal activity that appear to have been provided in "good faith" shall be forwarded to Student Affairs for evaluation. Occasionally, victims of a crime elect to or are unable to report a crime. We encourage bystanders to report crimes they witness or become aware of. The University encourages accurate and prompt reporting of all crimes to Campus Safety to allow for timely follow up, the issuance of Timely Warnings, when warranted, and for potential future crime prevention.

Students are encouraged to report any concerns and suspected criminal activity to Campus Safety and/or the local police. Victims of crimes who do not want to pursue action within the University system or the criminal justice system, may consider making a confidential report. With the victim's permission, the personnel from the Hope Counseling Center can file a report to Campus Safety on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the person's wish to keep the matter confidential, while taking steps to enhance the future safety of that person. With such information, the University can keep an accurate record of the number of incidents involving students and employees; determine where there is a pattern of crime with regards to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for HIU. If a victim declines to have the details of the crime provided to Campus Safety, the only information the Hope Counseling Center will provide to Campus Safety is the type of crime, location and occurrence date, which information will be counted and disclosed in the annual crime statistics for HIU.

Students wishing to report a campus crime confidentially may meet with a counselor in the Counseling Office or with the HIU Director of Campus Ministries. With the student's permission, the counselor or Director of Campus Ministries will forward basic information about the crime such as date, location, and type of crime to the VP for Student Affairs for reporting to the appropriate authorities. Information on the incident will be included in the annual campus crime statistics report. The purpose of a confidential report is to maintain privacy, while taking steps to ensure the future safety of the campus community.

Reports filed in this manner involving allegations of sexual harassment (including sexual violence) are made available to the university's Title IX Coordinator.

Victims or witnesses may report crimes on a confidential basis for inclusion in the annual disclosure of crime statistics by delivering a written statement to the Title IX Coordinator.

While safeguarding your right to confidentiality, if you choose to disclose the name of the perpetrator of a sexual assault to any university employee, other than a counselor or medical professional or Director of Campus Ministries, that employee is obligated to notify the Title IX Coordinator. If information exists that pose a credible threat to the campus community, a warning notice will be released immediately through HIU's mass communication system.

Note: Other than HIU counselors, Professor Kelly Dagley, Director of Career Development and Wellness, Stacey Gerhart, and Director of Campus Ministries, Joey Ross, HIU faculty and staff are required by law to report incidents and/or crimes and cannot promise confidentiality. They are designated as campus security authority mandatory reporters.

Voluntary Confidential Reporting

Pursuant to California Education Code section 67380(a)(6)(A), HIU's assigned confidential personnel who receive reports from employees or students of a 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 University Administration 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 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.

Off-Campus Locations

Hope International University does not currently recognize any off-campus locations of student organizations, including off-campus housing facilities.

Timely Warnings

The Vice President for Student Affairs or designee will issue a campus-wide "timely warning" in the occurrence of a crime that is serious in nature or poses a continuing threat to the campus community. The university email system will be the primary mode of communication for timely warnings. The Student Affairs Department may also use its social networking websites, text messaging and/or flyer's to further disseminate information depending upon the circumstances.

The Clery Director 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 Vice President for Student Affairs 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 Bulletin was 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 Warnings 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.

Anyone with information warranting a timely warning should report the circumstances to Campus Safety at 714-681-7333 or to Student Affairs at 714-879-3901 ext. 2311 or in person at the Campus Safety or Student Affairs Offices.

Information for Alerts/Timely Warnings may also come from other law enforcement agencies or officers. Alerts/Timely Warnings will be issued to the campus community as soon as pertinent information about the crime is available.

Information included in Campus Crime Alerts/Warnings will include, at minimum:

- ☐ A description of the incident and type of crime, including location, date and time of occurrence
- ☐ A physical description of the suspect, including gender and race
- ☐ Composite drawing of the suspect, if available
- ☐ Apparent connection to previous incidents, if applicable
- ☐ Race of the victim, but only if there was an apparent bias motive
- ☐ Sex of the victim, if relevant
- ☐ Injury sustained by the victim
- ☐ Date and time the campus alert was released
- ☐ A notice to the campus community to exercise caution

Campus Security and Access

Hope International University's main campus is located at 2500 Nutwood Ave., Fullerton, California. The University has three points of entry. The main entrance to the University is the location of the Campus Safety Office. The student parking lot entrance is controlled by a gate. Access to the parking lot through the gate is by student identification cards (proximity card). Visitors are required to check in at the Campus Safety Office to receive permission to enter. Dated visitor parking passes are issued to each visitor vehicle entering the campus.

The Hope International University Fullerton campus is a private facility. Campus buildings and facilities are generally open and accessible to members of the campus community, guests and visitors, Monday through Friday from 8:00am until 5:00 p.m. and as certain special events dictate. All campus buildings will be secured between the hours of 5:00 p.m. and 8:00 a.m. and on weekends when not in use and can be accessed by campus issued keys and department approval.

Hope International University facilities include buildings and parking lots that are restricted to students, faculty staff and approved guests. All external groups must have the approval of the Director of Conference Services to use HIU's facilities. Portions of the University may be made available to the general public during designated times for special events.

Campus Safety Officers lock and check exterior doors to each building every evening. When buildings are closed to general use Campus Safety Officers are allowed to grant access to authorized personnel.

Campus Security conducts routine patrols of campus buildings, parking structures, residence halls and campus grounds to monitor campus security and to address safety concerns. Residential facility occupants are helpful if they do not allow unknown individuals into campus residential facilities.

Access to campus residential halls is restricted to resident students, their guests and to University personnel. If a student loses his or her ID card, Campus Safety Officers will escort the student to the resident hall apartment of the Resident Directors for verification of the student and access to the resident hall.

Campus Safety Officers patrol the exterior of the residence halls on a regular basis and work with the Residence Directors and Resident Assistants to enforce security measures.

Hope International University also provides enhanced services to assist in crime prevention. Some of these services include:

- ☐ Emergency telephones at various campus locations
- ☐ Safety escort services for students, faculty and staff
- ☐ Lighting surveys for building, area and parking lots
- ☐ 9-1-1 capability from all University phones and personal cell phones

Maintenance of Campus Facilities

Parking lots, pedestrian walkways and building exteriors on both campuses are well lighted. Campus Security and Student Affairs conducts regular surveys throughout the campuses and necessary repair reports are sent to Facilities Operations.

Campus shrubbery, trees and other vegetation are trimmed and maintained on a regular basis with special attention given to walkways. Facilities Operations, (714) 879-3901 ext. 2529, encourages prompt reporting by the campus community of any defective building equipment or unsafe facilities problems for repair.

Safety Escort

University Campus Safety provides safety escort service across campus, to personal vehicles, or to on campus residence. If for any reason a student, faculty or staff member does not feel comfortable or safe walking to their destination, please call (714) 681-7333.

Should you become a victim, or witness to a crime: Report the incident as soon as possible. If you saw who did it, note a description of the person, automobile, which way they went, etc. When phoning Campus Safety, please tell us where you are

and wait there if it is safe until an officer arrives. Crime prevention programs and materials are directed to the residents and staff to increase mutual understanding and cooperation.

Crime Report

This report is part of an on-going effort to promote safety and security at Hope International University and to comply with the Jeanne Clery Disclosure of Campus Security Policy, Fire Safety Report and Campus Crime Statistics Act, also known as The Clery Act (<http://clerycenter.org/summary-jeanne-clery-act>). Under this Act, all colleges and Universities across the country are required to publish this report by October 1 of each year. These reports must contain applicable policies and procedures regarding security and fire safety and the statistical data from the previous calendar year and the 2 preceding calendar years.

The information below provides context for the crime statistics reported in compliance with the Clery Act.

The statistics in this report are published in accordance with the standards and guidelines used by The Handbook for Campus Crime Reporting issued by the U.S. Department of Education Office of Secondary Education. The Vice President for Student Affairs submits the annual crime statistics published in the report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. The University's daily crime log is available in the Office of Campus Safety. The annual disclosure of crime statistics includes reporting statistics to the University community obtained from the following sources: Campus Safety, the Fullerton Police Department, and the Resident Directors of HIU. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Designated campus security authority includes but is not limited to the University administrators, deans, directors, resident life staff, and academic counselors. These designated campus security authorities report crime or discipline issues to the Department of Student Affairs when issues arise. The incidents that rise to the level of reporting in the Clery Act report are included in the annual report.

The Clery Act requires all colleges and universities to:

1. Compile and submit crime statistics to the United States Department of Education. Each year, the University submits crime statistics for Clery Act crimes by type, location, and year to the U.S. Department of Education.
2. Maintain a daily crime log of alleged criminal incidents that is open to public inspection.
3. Issue campus alerts. HIU issues a timely warning to the University community when there is information that a Clery crime has occurred that represents a serious or ongoing threat to campus safety.
4. Issue emergency notifications. HIU issues an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The University tests the emergency notification procedure at least twice annually.
5. Publish and maintain an Annual Security Report containing safety and security-related policy statements and statistics of Clery Act crimes occurring on the University property, adjacent property, and non-university property owned or controlled by the University.
6. Maintain and enforce a missing student policy and notification procedure.
7. Compile and submit fire statistics to the United States Department of Education. Each year, the University submits fire statistics by type, location, and year to the U.S. Department of Education. The University's Annual Fire Safety Report of Student Housing, including fire safety policy statements and statistics, is included in this report.

Definitions: Crime Categories

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 (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 the age of 18) 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.

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

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

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition: Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Disciplinary Referrals: Includes those individuals referred to Student Conduct for liquor law, drug law and illegal weapons violations. The numbers include incidents reported via Department of Campus Safety incident reports and reports provided directly to Student Conduct from other members of the University community.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person or the using of a vehicle for illegal transportation of liquor. Drunkenness and driving under the influence are not included in this definition.

Manslaughter by Negligence: The killing of another person through gross negligence.

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

Murder: The willful (*non-negligent*) killing of one human being by another.

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

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays the weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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.

Sexual 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 sexual nature that include, 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, as creating an intimidating, hostile nor offensive environment.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the 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.

- ☐ 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.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

Definitions: Geographical Locations

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Note: Statistics for University housing facilities are recorded and included in both the all on-campus category and the on-campus residential only category.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Cautionary Note

The crime statistics found in this report represent alleged criminal offenses reported to campus safety authorities and/or local law enforcement agencies. Therefore, the data collected do not necessarily reflect prosecutions or convictions for crimes. Because some statistics are provided by non-police authorities, the data are not directly comparable to data from the FBI's Uniform Crime Reporting System which only collects statistics from police authorizes.

2018-2020 Crime Statistics

HOPE INTERNATIONAL UNIVERSITY 2021 Crime Statistics Chart — Fullerton Campus

Offense	Year	On-Campus	Residential Halls	Non-Campus Building or Property	Public Property	# of Unfounded Crimes by Category
Criminal Homicide						
<i>Murder and Non-negligent Manslaughter</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Negligent Manslaughter</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Sex Offenses						
<i>Rape</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Fondling</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Incest</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Statutory Rape</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2018	0	0	0	0	0
	2019	1	1	0	0	0
	2020	0	0	0	0	0
Burglary	2018	1	0	0	0	0
	2019	1	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

	Year	On-Campus	Residential Facility	Non-Campus Building or Property	Public Property	# of Unfounded Crimes by Category
Arson	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Hate Crimes						
<i>Ethnicity</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Sexual Orientations</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Gender</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Religion</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Race</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Disability</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

	Year	On-Campus	Residential Facility	Non-Campus Building or Property	Public Property	# of Unfounded Crimes by Category
Other Offenses		Arrest				
<i>Liquor Law Violations</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Drug Abuse Violations</i>	2018	0	0	0	0	0
	2019	0	0	0	1	0
	2020	0	0	0	0	0
<i>Illegal Weapons Possession</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Other Offenses		Judicial Referral				
<i>Liquor Law Violations</i>	2018	5	5	0	0	0
	2019	2	2	0	0	0
	2020	0	0	0	0	0
<i>Drug Abuse Violations</i>	2018	5	5	0	0	0
	2019	2	2	0	0	0
	2020	0	0	0	0	0
<i>Illegal Weapons Possession</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
VAWA Amendment Offenses						
<i>Dating Violence</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Domestic Violence</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Stalking</i>	2018	1	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

2018-2020 Crime Statistics

HOPE INTERNATIONAL UNIVERSITY 2021 Crime Statistics Chart — Athletic Facilities

Offense	Year	Darling Pavilion	Fullerton College Soccer Field	Duane Winters Field Amerige Baseball Field	Fullerton College Tennis Center	Bastanchury Park Softball
Criminal Homicide						
<i>Murder and Non-negligent Manslaughter</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Negligent Manslaughter</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Sex Offenses						
<i>Negligent Manslaughter</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<i>Non-forcible</i>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Arson	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Arrests	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Arrests	2018	0	0	0	0	0
	2019	0	0	1	0	1
	2020	0	0	0	0	0
Illegal Weapons Possession Arrests	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

Reporting Locations:

Hope International University

2500 Nutwood Ave.

Fullerton, CA 92831

For all crimes listed above:

The Institution will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report of the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of such crimes or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

1. Assistance for Victims:

Rights and options regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In California, a victim of domestic violence, dating violence, sexual assault or stalking has rights to be compensated for medical and counseling costs as well as the right to be notified of the status of criminal proceedings.

Further, the University complies with California law in recognizing orders of protection, which are called restraining orders, and requests that any person who obtains an order of protection from California or any U.S. State should provide a copy to Campus Safety and the Office of the Title IX Coordinator.

a. Restraining Order:

A restraining order (*also called a "protective order"*) is a court order that can protect someone from being physically or sexually abused, threatened, stalked, or harassed. The person getting the restraining order is called the "protected person." The person the restraining order is against is the "restrained person." Sometimes, restraining orders include other "protected persons" like family or household members of the protected person.

b. Emergency Protective Order (EPO):

An EPO is a type of restraining order that only law enforcement can ask for by calling a judge. Judges are available to issue EPOs 24 hours a day. So, a police officer that answers a domestic violence call can ask a judge for an emergency protective order at any time of the day or night. The emergency protective order starts right away and can last up to 7 days. The judge can order the abusive person to leave the home and stay away from the victim and any children for up to a week. That gives the victim of the abuse enough time to go to court to file for a temporary restraining order. To get an order that lasts longer than an EPO, you must ask the court for a temporary restraining order (*also called a "TRO"*).

c. Temporary Restraining Order (TRO):

When you go to court to ask for a domestic violence restraining order, you fill out paperwork where you tell the judge everything that has happened and why you need a restraining order. If the judge believes you need protection, he or she will give you a temporary restraining order. Temporary restraining orders usually last between 20 and 25 days, until the court hearing date.

d. "Permanent" Restraining Order:

When you go to court for the hearing that was scheduled for your TRO, the judge may issue a "permanent" restraining order. They are not really "permanent" because they usually last up to 3 years. At the end of those 3 years (or whenever your order runs out), you can ask for a new restraining order, so you remain protected.

e. Criminal Protective Order or "Stay-Away" Order:

Sometimes, when there is a domestic violence incident (*or series of incidents*), the district attorney will file criminal charges against the abuser. This starts a criminal court case going. It is common for the criminal court to issue a criminal protective order against the defendant (*the person who is committing the violence and abuse*) while the criminal case is going on, and, if the defendant is found guilty or pleads guilty, for 3 years after the case is over.

f. Institutional No Contact Order:

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work, and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant

may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant *(for example, publicly available record keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 40002(a)(2) of the Violence Against Women Act of 1194 (42 U.S.C. 13925(a)(20)).*

Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

2. Publication of Names:

The University does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. Students may visit their online student portal and change their classification, which would subsequently restrict what information is able to be released. Students can do this with whatever frequency they choose. Employees who need to restrict directory access to personally identifiable information should contact Human Resources. The University can provide written notification to students and employees about existing resources available within the University.

Hate Crimes

Hope International University strives to cultivate a safe and healthy learning environment that represents diversity and inclusion of all members of the University community. The Hate Crime statistics are separated by categories of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. If a Hate Crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of compliance documentation. If the facts of the incident indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability the assault is then classified as a hate crime.

To report a Hate or Bias Crime, please use one of the following resources:

By phone:

Hope International University	714-879-3901
Campus Safety	714-681-7333
Fullerton Police Department	714-738-6800

In person:

Campus Safety Office
2500 Nutwood Ave
Fullerton, CA 92831

Crime Prevention

Hope International University offers programs and information designed to inform students and employees about campus safety procedures and practices. Students, employees, and visitors are reminded and encouraged to be vigilant and responsible for their own safety and for the safety of others on campus. Crime prevention programs include safety education briefing, distribution of materials, and discussion. Materials include: alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, theft prevention, emergency notification and opting in procedures, shooter on campus video and discussion. The Student Affairs Department, Human Resources and the Resident Life staff participate in the prevention and safety briefing with all existing students and employees along with incoming students and new employees.

Programs and Services for Crime Prevention and Safety Awareness

Safety Escort – Students uncomfortable walking alone at night or those who have temporary mobility impairment are encouraged to contact Campus Safety for assistance. This service is available 24-hours a day seven days a week.

Campus Safety Resident Assistant Training - Resident Assistants are trained in HIU's safety and emergency procedures. Topics include emergency procedures, theft prevention and personal safety.

New Employee Orientation - All new part-time and full-time employees attend an orientation meeting hosted by the Director of Human Resources. Training includes topics of campus safety, workplace injury, University policies and practices, emergency procedures and the responsibilities of Title IX reporting.

New Student Orientation – Incoming students are required to attend Orientation meetings addressing topics including crime prevention, personal safety, evacuation procedures, earthquake response, how to report a crime, how to report a sexual assault, shooter on campus, shelter-in-place procedures, how the University's mass communication system works and how to opt into the system.

“Be the Change” Training Video – A 30-minute, comprehensive educational film that identifies current statistics and highlights testimonials of both men and women that survived assault during their childhood or college experience.

Task Force – A student task force was established to assist the Title IX Coordinator in planning programs and theme weeks to promote a safe campus and refer students to various resources available in the community.

Title IX Brochure – “Title IX Addressing Sexual Harassment/Sexual Violence” outlines our policy and procedures.

Violence Against Women Act Brochure – “Sexual Assault, Dating Violence Domestic Violence and Stalking on Campus” describes the four main categories covered under VAWA and offers suggestions on protective measures and recommends resources available to students.

Advocacy training/resources – Resident Assistants, Resident Directors, Campus Safety, Student Task Force, Confidential Report Sources, and Deputy Title IX Coordinators are trained to assist individuals in the process of recovery and the resources available to help deal with traumatic situations.

Safety Awareness

Tips for your safety: Members of the University community must assume responsibility for their own personal safety and the security of their personal property.

- ☐ Report all suspicious activity to Campus Safety or the Fullerton Police Department.
- ☐ Program the Campus Safety phone number into your phone 714-681-7333.
- ☐ Avoid walking alone at night travel with friends or use Campus Safety's Safety Escort service.
- ☐ Always lock the door to your residence hall room whether or not you are there.
- ☐ Keep windows closed and locked when you are away from your room.
- ☐ Be aware of your surroundings. Instead of texting or looking down at the ground, watch for cars and people around you.
- ☐ Never leave valuables unattended.
- ☐ Carry your keys and HIU identification card at all times and do not lend them to anyone.
- ☐ Lock car door and close window before leaving your car.
- ☐ Do not leave valuables in your car, especially where they can be noticed.
- ☐ Inventory your personal property and have it appropriately covered with your insurance.

Notification of Missing Students

Federal law requires that the University report both to local law enforcement and to the student's designated contact person within 24 hours when campus residents are determined missing for 24 hours. The local law enforcement agency in the jurisdiction the student went missing will be notified regardless of whether the missing student has a designated contact person or is above the age of 18 or is an emancipated minor. If the student is less than 18 years of age and not emancipated, the University is required to notify the designated contact person as well as notifying the student's custodial parent or guardian.

When a campus resident is reported to the University as missing, the on-duty Resident Assistants shall notify the Resident Directors, the Vice President of Student Affairs, and Campus Safety.

Notification to the campus residents designated contact person must be done as soon as possible. Campus residents designated contact person information will be maintained by the office of Student Affairs.

Hope International University takes student safety very seriously. To this end, the following policy and procedure is to assist in locating Hope International University student(s) living in campus residences who, based on the facts and circumstances known to the University, are determined to be missing.

This policy complies with Section 488 of the Higher Education Act of 2008. (*For students reported missing who live off campus, see Item 6 below.*)

Most missing person reports in the University environment result from students changing their routines without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to Campus Safety, the Residence Life staff or the Student Affairs staff.

An immediate investigation will follow every report made to the University once a student has been missing. Parents of a missing student under the age of 18 or not emancipated will be notified. In the event that parental notification is necessary, the Vice President for Student Affairs or designee will place the call.

At the beginning of each academic semester, residential students will be required to complete/ update the "Emergency Contact" portion of our student portal. The information provided will be used in the event a student is reported missing while enrolled and living on campus at Hope International University. Hard copies of this emergency information will be in each Residence Directors' Office and in the Office of the Vice President for Student Affairs.

General Procedures

1. The Hope International University official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time, and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (*e.g., visiting friends who live off- campus, working a job away from campus*) including any recent changes in behavior or demeanor.
 - d. The missing student's cell phone number (*if known by the reporter*).
2. The Hope International University official receiving the report will contact the Director (*for a resident student*) and Campus Safety. Campus Safety with the assistance of Residence Life (*if a resident student*) will launch an investigation into finding the missing student.
3. Upon notification from any entity that a student may be missing, the Resident Directors or their designee may use any or all the following resources to assist in locating the student:
 - a. Go to the student's residence hall room,
 - b. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.

- c. Secure a current student photo ID (*from Student Affairs*) or another photo of the student from a friend.
 - d. Call and text the student's cell phone and call any other numbers on record.
 - e. Send the student an email.
 - f. Check all possible locations mentioned by the parties above including, but not limited to, Library, Residence Hall lounges, Student Commons, Fitness Center, Lambda Lounge and Nu Lounge, etc.
 - g. Contact the student's current faculty.
 - h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as Facebook and Twitter.
 - i. Ascertain the student's car make, model and license plate number. A member of Campus Safety will also check all University parking lots for the presence of the student's vehicle.
4. Hope International University Informational Technology Services may be asked to obtain email logs in order to determine the last log in and/or access of the University computer network.
 5. Once all information is collected and documented and Campus Safety (*or his designee*) is consulted, University Administration or Campus Safety may contact the local Orange County Law Enforcement agencies to disseminate the information. (*Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off campus legal jurisdiction should be contacted immediately.*) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the University.
 6. If the missing student resides off campus and the matter is first reported to the University, Campus Safety will assist contacting the local jurisdiction legally responsible for investigating the report. Campus Safety will also assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.

Response to Sexual Violence (Process A)

The purpose of Hope International University's anti-harassment policy is to comply with all applicable legal requirements prohibiting harassment against any member of the HIU community. Moreover, as a Christian community, HIU has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work, academic, and campus environment free of unlawful harassment, which includes sexual assault, violence, or misconduct. 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.

Members of the University community, guests and visitors have the right to be free from sexual violence. As members of the University community, students shall comply with the 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. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. HIU has a zero-tolerance policy for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

While Hope International University utilizes different standards and definitions than the California Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX (http://www.hiu.edu/pdf/Title_IX_Compliance.pdf) and the Clery Act, which mandates the contents of this report.

Hope International 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 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.

Definitions

Sexual Misconduct can be defined as:

All sexual activity between members of the HIU 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 Misconduct Offenses Include, But Are Not Limited to:

1. 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, unwelcome, verbal or physical conduct that is, sufficiently severe, persistent or pervasive that is, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational program and/or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; bullying.

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 the University policy.

2. Non-Consensual Sexual Contact

- ☐ any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force.

Sexual Contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse:

- ☐ any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (*mouth to genital contact or genital to mouth contact*), no matter how slight the penetration or contact.

4. Sexual Exploitation

- ☐ when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Exploitation includes: Invasion of sexual privacy, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (*such as letting your friends hide in the closet to watch you having consensual sex*), non-consensual sharing of explicit pictures of a former girl/boyfriend, engaging in voyeurism, knowingly transmitting a STI or HIV to another student, exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, sexually-based stalking and/or bullying.

5. 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

6. 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.

7. 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.

8. 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.*)

9. 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.

10. 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: (1) The person was asleep or unconscious; (2) 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; (3) 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: (1) The respondent's belief in Affirmative Consent arose from the intoxication or recklessness of the respondent; (2) The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.

11. 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 nonphysical, emotional distress or injury.

12. 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.

13. 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.

Additional Applicable Definitions

- ❑ **Gender-based violence:** Gender-based violence is violence that is directed against a person on the basis of gender. It constitutes a breach of the fundamental right to life, liberty, security, dignity, and equality between women and men.
- ❑ **Consent:** Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (*and the conditions of*) sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

Previous relationships or prior consent cannot imply consent to future sexual acts.

- ❑ **Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (*implied threats*) and coercion that overcome resistance or produce consent. (*"Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want."*)

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

In order to give effective consent, one must be of legal age.

Sexual activity with someone who one should know to be — or based on the circumstances should reasonably have known to be — mentally or physically incapacitated (*by alcohol or other drug use, unconsciousness, or blackout*), constitutes a violation of this policy.

- ❑ Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (*e.g., to understand the "who, what, when, where, why or how" of their sexual interaction*).
- ❑ This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.
- ❑ Use of alcohol or other drugs will never function as a defense to a violation of this policy.

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. Campus Safety or local police can escort victims to a safe place and transport them to a hospital for medical treatment, if needed. Campus Safety 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.

Put Confidential resources here with names and office numbers and phone numbers and email contracts

Campus Safety, the Title IX Coordinator, Hope counseling professionals, 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 if 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 and support from physicians, psychotherapists, professional, licensed counselor, 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.

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, psychotherapists, 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 Campus Safety. 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 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.

Hostile Environment

When such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

HIU considers a variety of related factors to determine if a hostile environment has been created; and also considers the conduct in question from both a subjective and an objective perspective. Specifically, Office of Civil Rights standards require that the conduct be evaluated from the perspective of a reasonable person in the alleged victim's position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

Reporting Options

Victims have several reporting options including those with confidentiality and may pursue one or all 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.

Criminal

Reporting to 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

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 local Police Department by dialing 911. The local 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. Local Police will protect the confidentiality of the victim to the extent permitted by applicable California State law.

If a victim reports to local 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. The local 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. St Jude Hospital's 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 an 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.

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 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

Any member of the University community may report incidents of Sexual Misconduct, Dating Violence, Domestic Violence or Stalking to any Campus Safety Officer (CSO'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 CSO'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.

Reporting to a Title IX Coordinator or Responsible Employee

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 Reports 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.

Restraining Order

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 can offer assistance with obtaining a protective or restraining order.

Disciplinary Procedure

The University has procedures that provide for an administrative investigation of reports of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking, and written findings based on the preponderance of the evidence standard, provided to the complainant and respondent. Both the complainant and respondent may appeal written findings to the Vice President for Student Affairs office as well as the ultimate sanction for violation of HIU's policy in student misconduct cases. The procedure for HIU employees and third parties is separate from but similar to the procedure for HIU 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, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of their rights and options.

The investigation process from initial complaint to final result shall be prompt, fair, and impartial. The investigator will meet separately with the complainant and the respondent and other potential witnesses to gather information. The investigation shall be completed no later than 60 Working Days after the intake interview, unless the time-line has been extended. The time-line should not be extended for a period longer than an additional 30 Working Days from the original due date. 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 giving careful consideration to any such relevant evidence, information or arguments provided by the Parties. The Investigator retains discretion and authority to determine relevance.

At the conclusion of the University's complaint and investigation procedure, 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 standards within the employee's handbook, University policies and legal requirements. For students, discipline would be administered in accordance with Student Handbook policies and standards. 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 an investigation 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.

Sanction Statement

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (*where no intercourse has occurred*) will likely receive a sanction ranging from suspension to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of expulsion.
- Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Lying to investigators (*and/or failing to participate in an investigation*) can result in additional consequences under the Code of Student Conduct. (2019-20 Student Handbook p.60, 1.6)

The above information describes Process A. If a hearing is needed, Process B will be used. More information on Process B can be found in HIU's Title IX Policy.

Other Misconduct Offenses (*will fall under Title IX when gender based*)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (*as defined further in the HIU Hazing Policy*);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (*that is not speech or conduct otherwise protected by the 1st Amendment*).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community, this includes cyber stalking.

Prevention and Education Programs

Hope International University offers prevention and education programs in an effort to prevent sex offenses including sexual assault, domestic violence, dating violence and stalking within the University community. Programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Provides an overview of the Annual Security report in compliance with the Clery Act.
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provide safe and positive options for bystander's intervention.
- Defines what behavior and action constitutes domestic violence, dating violence, sexual assault and stalking.
- Identifies domestic violence, dating violence, sexual assault and stalking and prohibited conduct.

Educational programs include:

- Bystander training to reduce power-based personal violence on campus by teaching students to recognize warning signs of abuse and provide them with safe and effective options for intervening.
- Student Leadership Training – All student leaders are required to attend a three-day student leadership training time entitled “Synergy”. Students are provided with practical information to help them aid fellow students in reducing the risk of sexual assault and violence in a social setting.
- “Be the Change” Training Video – A 30-minute, comprehensive educational film that identifies current statistics and highlights testimonials of both men and women that survived assault during their childhood or college experience.
- Task Force – A student task force was established to assist the Title IX Coordinator in planning programs and theme weeks to promote a safe campus and refer students to various resources available in the community.
- Title IX Brochure – “Title IX Addressing Sexual Harassment/Sexual Violence” outlines our policy and procedures.
- Violence Against Women Act Brochure – “Sexual Assault, Dating Violence Domestic Violence and Stalking on Campus” describes the four main categories covered under VAWA and offers suggestions on protective measures and recommends resources available to students.
- Advocacy training/resources – Resident Assistants, Resident Directors, Campus Safety, Student Task Force, Confidential Report Sources, and Deputy Title IX Coordinators are trained to assist individuals in the process of recovery and the resources available to help deal with traumatic situations.
- Student Orientation – During fall and spring orientation Student Affairs personnel address the issues of sexual assault and violence. A brochure has been developed that outlines definitions and procedures for reporting.
- Faculty Training – Before fall and spring semester the faculty are reminded about their Title IX responsibilities. After a review of HIU's policy on sexual assault and violence each faculty member receives and reads a handout which outlines the program and their responsibilities. This document is signed by the faculty member and kept on file in the Director of Human Resource Office.

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.

- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Be an Active Bystander

Every campus has a population of bystanders who support sexual violence. They may not mean to do so, yet by not intervening when they see something happening, not reporting actions, or dismissing certain behaviors, they are essentially sending a message to perpetrators that their actions are okay. If you think someone is at risk for sexual assault, consider it an emergency and get involved. Don't wait for someone else to act.

In order to be a proactive bystander who helps prevent cases of sexual harassment or sexual violence, you can...

Proactive Bystander Strategies:

- Work to create an environment where sexual violence is unacceptable
- Treat people with respect
- Speak up when you hear people making statements that blame victims
- Talk openly with friends about the issues and how to confront them
- Encourage friends to trust their instincts in order to stay safe
- Be a knowledgeable resource for survivors
- Don't laugh at sexist jokes or comments
- Look out for friends at parties and bars
- Educate yourself and your friends
- Use campus resources
- Attend an awareness event
- Empower survivors to tell their stories

In order to be a reactive bystander who positively intervenes in instances of sexual harassment or sexual violence, you can...

Reactive Bystander Strategies:

- Get campus police or other authorities involved
- Create a distraction
- Get help
- Ask someone in a potentially dangerous situation if he/she is okay and/or wants to leave
- Make sure he/she gets home safely
- Intervene if you hear someone "targeting" another person
- Separate someone too intoxicated to consent from a potential perpetrator
- Say or do *something*

Risk Reduction

With no intent to blame a victim and recognizing that only abusers are responsible for assault and violence, the following are some strategies to reduce one's risk of sexual assault or harassment (*taken from Rape, Abuse, & Incest National Network, www.rainn.org*)

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (*local authorities can be reached by calling 911 in most areas of the U.S.*).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (*local authorities can be reached by calling 911 in most areas of the U.S.*). Be explicit with doctors so they can give you the correct tests (*you will need a urine test and possibly others*).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Make up a reason. If you don't want to hurt the person's feelings it is better to make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Reporting a Complaint

HIU 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.

Confidential Reporting Options:

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the University has not specifically designated for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. If personally identifiable information is shared, it will only be used as necessary with as few people as possible, and all efforts will be made to protect individual privacy.

If one desires that details of the incident be kept confidential, he or she may speak with on-campus counselors. Campus counselors are available to help free of charge and may be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Hope Counseling Center

(714) 879-3901 ext.1266

Joey Ross

Director of Campus Ministries
Lawson-Fulton Student Center, Office 120
(714) 879-3901 ext. 1294

Kelly Dagley

Assoc. Professor of Biblical Studies
Nutwood West Wing Office, Suite 216
(714) 879-3901 ext. 1229

Stacey Gerhart

Director of Career Development
Lawson-Fulton Student Center, Office 122
(714) 879-3901 ext. 2309

Non-Confidential Reporting Options:

You are encouraged to speak to officials of the institution to make formal reports of incidents (*deans, vice presidents, or other administrators with supervisory responsibilities, Campus Safety, human resources, RAs, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and others*). The University considers these people to be "responsible employees." Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

HIU Campus Safety

(714) 681-7333

Fullerton Police Department

9-1-1 or (714) 738-6800
237 W. Commonwealth Ave., Fullerton, CA 92832

St. Jude Medical Center

101 E Valencia Mesa Dr, Fullerton, CA 92835
(714) 871-3280

Reporting Procedure

Any individual who believes he or she has been subjected to discrimination or harassment, or who has witnessed or has knowledge of such discrimination or harassment, may report to any University employee including administrators, faculty, staff or notify one of the following offices as soon as possible after the incident.

- Vice President for Student Affairs, Dr. R. Mark Comeaux, Lawson-Fulton Student Center, office 113, Phone (714)-879-3901 ext. 1211, mcomeaux@hiu.edu. Coordinator for Title IX, Discrimination and Harassment (Students), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504) investigations.
- Director of Athletics, John Turek, Lawson-Fulton Student Center, office 218, Phone (714)-879- 3901 ext. 5400 jgturek@hiu.edu, Deputy Coordinator.
- Human Resources Director, Ellen Nialis, Business Office, Suite 100, Phone (714)-879-3901 ext. 2281, enialis@hiu.edu. Coordinator for Discrimination and Harassment (Employees), and Age Discrimination investigation.
- President of the University, Dr. Paul Alexander, President's Office, Phone (714)-879-3901 ext. 2237, palexander@hiu.edu.
- Director of Hope Counseling Center, Dr. Susan Hastings, TBD, (714)-879-3901 ext. 1237, slhastings@hiu.edu.
- Fullerton Police Department, Call 9-1-1 or (714) 738-6800 237 W. Commonwealth Ave., Fullerton, CA 92832

Adjudication of Violations

Although the University asks that you submit a written complaint, any suspected incident of sexual assault or violence will be investigated and addressed promptly, whether reported in writing or otherwise. Any University employee including administrators, faculty, and staff who observes any incident of sexual assault or violence involving a student or receives a complaint or other notice of such harassment, shall, promptly, report this information to the Office of Student Affairs, whether or not the targeted student files a complaint.

Complaints must be filed within 180 days of the date of the alleged discriminatory events. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The staff member in charge of the investigation will document all reports of incidents of sexual assault or violence. The University will immediately undertake an effective, thorough and objective investigation of the sexual assault or violence allegations. The complainant will be provided the opportunity to present relevant evidence including witness testimony.

The University will interview individuals who have knowledge relevant to the complaint, including, but not limited to, the complainant (*petitioner*), the person who was the subject of the discrimination if different, the person accused of discrimination, anyone who witnessed the reported discrimination, and anyone identified as having relevant information. The University will review any records, notes, memoranda, correspondence, or statements related to the discrimination. The University may take other appropriate investigative steps, such as visiting the location where the discrimination is alleged to have taken place.

The University shall determine whether interim measures are necessary during, (*and pending*), the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher. Any such actions, whether interim or permanent, shall avoid or minimize to the extent possible any burden on the student who complained. The University will investigate reports of sexual assault or violence promptly and will complete its process and report the outcome within 60 days of receiving complaint notice.

Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to

- providing an escort to ensure that the complainant can move safely between classes and activities
- ensuring that the complainant and alleged perpetrator do not attend the same classes
- moving the complainant or alleged perpetrator to a different residence hall
- providing counseling services providing medical services
- providing academic support services, such as tutoring

Procedure used by the University in addressing Stalking, Dating Violence, Domestic Violence

- assess immediate safety need of the complainant
- assist complainant with contacting local police if complainant request
- provide written instructions on how to apply for Protective Orders
- provide written information to complainant on how to preserve evidence
- assess need to implement inter or long-term protective measures to protect the complainant, if appropriate
- provide a “No Entry” directive to accused part if deemed appropriate
- In the case of student involvement adjudication will use the preponderance of the evidence standard.

At the conclusion of the investigation the University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. The accused will also receive a verbal and written report of the investigation.

For all crimes of sexual assault, date violence, domestic violence or stalking, the University will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report of the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of such crimes or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

Confidentiality

To the best of their ability, University personnel will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking.

The investigation and records of the resolution conducted by Hope International University are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with California law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include names of victim or information that could easily lead to a victim’s identification. Additionally, Hope International University maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In California, a victim of domestic violence, dating violence, sexual assault or stalking has additional rights. The rights are found in a variety of California Codes and the California Constitution. For complete and up-to-date information please refer to the State of California Department of Justice Office of the Attorney General Website at www.org.ed.gov. HIU complies with California law in recognizing protection orders by contacting local law enforcement authorities in the event of a protection order violation. Any person who obtains a protection order should provide a copy to the Title IX Coordinator and the Campus Safety Office. A complainant may then meet with the Title IX Coordinator and Campus Safety to develop a Safety Action Plan, which is a plan to reduce risk of harm while on campus or coming and going from campus.

This plan may include: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignment from home, etc. If necessary, a complainant may be offered changes to academic schedules, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Personal

identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating and/or adjudicating the complaint or delivering resources or support services to the complainant.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action. Once complete, the parties will be informed in writing, of the outcome, including sanctions (*if any*), and the rationale, therefore. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of Hope International University's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

If you are a victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Safety at 714-681-7333 if you are on campus, or call 911 if you are off campus.
2. Consider securing immediate professional support (*e.g., counseling, victim advocacy, medical services, etc.*) to assist you in the crisis.
3. If you are on campus during regular business hours, you may contact the Hope Counseling Center at 714-879-3901 ext. 1266, as well as one of the following people for support and guidance:

Director of Campus Ministry 714-879-3901 ext. 1294;
Kelly Dagley 714-879-3901 ext. 1229

These are all confidential resources. After regular business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance: Community Service Programs 714-834-5713

4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The closest hospital to the university is: St Jude Medical Center, 101 E. Valencia Mesa Drive, Fullerton, CA 92835, 714-871-3280

The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.

- ☐ To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care as evidence may still be recoverable.
- ☐ Typically, if the police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean **paper** bag or clean sheet to avoid contamination.
- ☐ You have physical injuries, photograph them or have them photographed and include a date stamp on the photo.
- ☐ Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
- ☐ Try to memorize details (*e.g., physical description, names, license plate number, car description, etc.*), or even better, write notes to remind you of details, if you have time and the ability to do so.
- ☐ If you obtain external orders of protection (*e.g., restraining orders, injunctions, protection from abuse*), please notify Campus Safety and Dr. Mark Comeaux, HIU Title IX Coordinator so that those orders can be observed on campus.

On-Campus Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Hope Counseling Center (714-879-3901 ext.1266) will provide confidential support for you during this difficult period. Talking about your concerns with a counselor in a safe and supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call for information. Counselors will not reveal your identity to anyone without your permission.

Campus Safety offers information and guidance to victims when they file a report. The office will take your report by asking you to describe the assailant(s), the scene of the crime, about any witnesses and what happened before and after the incident. You may have a person with you during the interview. It should be noted that reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or University disciplinary action.

The reasons for reporting an incident are:

- ☐ To take action which may prevent further victimization, including issuing a Safety and Security Alert to warn the campus community of an impending threat to their safety;
- ☐ To apprehend the assailant;
- ☐ To seek justice for the wrong that has been done to you;
- ☐ To have the incident recorded for purposes of reporting statistics about the incidents that occurred on campus.

Title IX Coordinator - can provide assistance in addressing the incident through consultation, administrative review and/or formal hearing. The Title IX Coordinator for HIU is Dr. Mark Comeaux. He may be reached at 714-879-3901 ext. 1211.

Off-Campus Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

24-hour Rape Crisis – In addition to counseling services through the Hope Counseling Center, survivors of sexual assault or abuse are encouraged to contact Sexual Assault Victim Services at 714-957-2737. They provide free counseling, accompaniment and advocacy.

Fullerton Police Department – Can be contacted by dialing 9-1-1 in an emergency or by dialing their business line at 714-738-6800. The Fullerton Police Department is located at 237 W Commonwealth Ave., Fullerton, CA 92832

Responsible Employee Policy

Any member of the HIU community, guest or visitor who believes the policy on Equal Opportunity, Nondiscrimination, Sexual Harassment, and other forms of Harassment has been violated should contact:

- ☐ Vice President for Student Affairs, Dr. R. Mark Comeaux, Lawson-Fulton Student Center, office 113, Phone (714)-879-3901 ext. 1211, mcomeaux@hiu.edu. Coordinator for Title IX, Discrimination and Harassment (*Students*), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (*Section 504*) investigations.
- ☐ Human Resources Director, Ellen Nialis, Business Office, Suite 100, Phone (714)-879-3901 ext. 2281, enialis@hiu.edu. Coordinator for Discrimination and Harassment (*Employees*), and Age Discrimination investigation.
- ☐ President of the University, Dr. Paul Alexander, President's Office, Phone (714)-879-3901 ext. 2237, palexander@hiu.edu.

It is also possible for employees to notify a supervisor, for students to notify an administrative adviser or faculty member, or for any member of the community to contact Campus Safety. All employees receiving reports of a potential violation of University policy are expected to promptly contact one of the above individuals within 24 hours of becoming aware of a report of incident. The initial contacts will be treated with the maximum possible privacy. Specific information on any

complaints received is subject to the University's obligation to redress violations; every effort will be made to maintain the privacy of those initiating the report of a complaint.

In all cases Hope International University will give consideration to the complainant with respect to how the complaint is pursued but reserves the right to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

Non-Retaliation Policy – Both Title IX and the Clery Act provide protections for whistle-blowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. Hope International University does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator, Dr. Mark Comeaux, Vice President for Student Affairs, Ellen Nialis Director of Human Resources and/or to officials of the U.S. Department of Education.

Living in a Christian community requires that members provide both support and accountability to each other. Initiating accountability is often uncomfortable and risks interpersonal conflict between the respective parties. The University will not tolerate retaliation against parties who exercise their obligation to see that accountability is brought to bear when warranted. Retaliation may be exerted in many ways, including but not limited to: physical assault, verbal abuse, social ostracizing and other forms of offense and humiliation.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information is provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer services or is a student.

In California, registered sex offenders are required to register with the state. Information about registered sex offenders may be found at www.meganslaw.ca.gov/disclaimer.aspx?lang=ENGLISH.

In addition to the above notice to the State of California, all sex offenders are required to deliver written notice of their status as a sex offender to Hope International University's Vice President of Student Affairs no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in the dorms of Hope International University. Such notification may be disseminated by Hope International University to, and for the safety and well-being of, the Hope International University community, and may be considered by Hope International University for enrollment and discipline purposes.

Alcohol and Drug Policies

University Prohibited Behavior and Activities

According to California code of Regulations, Title 5 Sections 42350 et. seq., and Sections 89030 and 89031 of the California Education Code pertaining to alcoholic beverages, violations of those portions pertaining to alcohol is a misdemeanor and is punishable as prescribed in Section 19 of the California penal Code, and/or Title 5 Section 41301 of the California code of Regulations, Hope International University residents' halls regulation, and other applicable disciplinary procedures. Violations pertaining to other drugs are defined and punishments are indicated in the California Health and Safety Code

Alcoholic Beverages On-Campus: Possession or consumption of alcoholic beverages or non-alcoholic beer at any time. Off-Campus: Possession or consumption by persons under the age of 21 years. Providing or purchasing alcohol for the consumption of persons under the age of 21 years. Possession or consumption where Hope International University is represented as a community of persons.

Hosting an Event or Private Party (or otherwise allowing such an occasion to occur) at a student's residence, whether apartment, house, or other facility, or at any other location, public or private, at which Hope International University students are in violation of possession or consumption of alcoholic beverages.

Intoxication/Drunkenness: Any behaviors that indicate intoxication or drunkenness on or off campus, even when alcoholic consumption is not prohibited.

Drugs: Possession, distribution, or use of restricted drugs or narcotics on or off campus. This includes but is not limited to medical marijuana, the misuse of prescription drugs, drug paraphernalia, and other intoxicants.

Enforcement of Violations of University Policy

All applicable state laws will be enforced by the administration including State laws regarding underage drinking and Federal and State drug laws. Violations will be forwarded to the appropriate prosecutor for consideration. In addition to requesting prosecution under appropriate laws, the university may impose sanctions on students, faculty and staff who violate any university policy. In the case of students, these penalties will relate to a student's good standing in the University and/or in the residence halls. With regard to faculty and staff, these penalties will relate to employment status. Students in violation may be warned, placed on university probation, suspended, or dismissed from the University and/or expelled from the residence halls depending upon the seriousness of the violation. Faculty and staff may be counseled, issued a letter of reprimand, referred to a mandatory substance abuse treatment program or be formally disciplined (*during which process they may be suspended without pay, demoted, or dismissed, depending upon the seriousness of the offense*). In the case of students receiving financial aid, the notification shall be the responsibility of the Financial Aid Office. Persons receiving federal funds shall report convictions to the appropriate office. These university offices shall report to the granting agency within ten days any convictions reported to them. Following are high impact practices for college students, HIU focuses on a harm reduction approach that minimizes risks associated with binge drinking and drug use, emphasizing evidence-based strategies to lower harm and comply with the Drug-Free Schools and Communities Act. Our target populations are high risk student groups such as new students (*particularly freshmen*), student-athletes, and residents in Housing.

Biennial Review

Hope International University will conduct biennial reviews of alcohol violations, controlled substances violations, and related fatalities as required by section 485(f)(6) of the Higher Education Opportunity Act.

This will be conducted by the Vice President for Student Affairs and the Resident Directors and will include the number of violations and related fatalities reported to campus officials that occurred on HIU property or at HIU activities as well as the number and type of sanctions imposed by the University.

The following is a list of educational services and programs available to students and employees:

- ☐ Intervention, assessment and referrals to student health services and/or general counseling;
- ☐ Referral to counseling services;
- ☐ Seminars and lectures presented by community organizations;
- ☐ Informational brochures on drug and alcohol abuse published by community organizations.

Firearms and Weapons Policies

State law prohibits the possession of weapons, all firearms, fireworks, explosives, or any dangerous weapons on campus. Refer to Penal Code sections 12020, 626.9 and 626.10. Violators are subject to criminal prosecution and discipline. Knowing possession or use of an explosive, dangerous chemical or deadly weapon on campus property or at a university campus function is strictly prohibited. The term "deadly weapon" includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sandclub, sandbag, metal knuckles; any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Recreational weapons including air-guns (*pellet, BB, paintball*), potentially dangerous sporting equipment, martial arts weapons, firecrackers, fireworks, etc.

Student Discipline

Student behavior that is not consistent with Title V, California Code of Regulations, Section 41301, the Standards of Student Conduct may be subject to (b) Grounds for Student Discipline based upon “(13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (*without the prior authorization of the campus president*) on campus or at a university related activity.”

Emergency Evacuation Procedures and Policies

Hope International University’s Crisis Management Plan addresses the University’s response to emergencies. Members of the University community should familiarize themselves the information in this plan. Brochures are distributed to offices on campus and information is placed in all classrooms.

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.

The plan has provisions for division of responsibility for administrators, staff, and faculty to perform during a crisis on campus. Bi-annual drills are conducted and with a review of each building evacuation and shelter in place procedure and location. California State University police officers are invited to observe HIU’s shelter in place drills and evaluate their effectiveness. Feedback from the CSUPD is used to enhance safety effectiveness.

Emergency Notification System

Hope International University will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

The University contracts with an outside agency for an emergency notification system (ENS). This is a web- based system that can be activated either from a computer or a smart phone. It has the capability of accessing select groups or the entire community of faculty, staff, and students. The ENS is used in situations where immediate notification is required due to a threat to the health and safety of the campus community, or any other emergency situation in which information needs to be disseminated quickly.

If the Hope International University Crisis Management Coordinator confirms (*with the assistance of key campus administrators, local first responders or the National Weather Service*) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Hope International University community, the Crisis Management Coordinator or designee will determine the content of the initial message. The Crisis Management Coordinator and key administrators on the Crisis Management Team have the ability to send messages using some or all of the systems described below to communicate the threat to the Hope International University community, or to the appropriate segment of the population.

Hope International University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency messages will be distributed using the following primary distribution methods: Email, voice mail, and instant text messaging.

Messages will generally have this format:

“EMERGENCY NOTIFICATION FOR HIU. [SITUATION] in progress at/in [LOCATION]. -Or- [SITUATION] occurred at [TIME]. [PERSON/AGENCY/DEPT] on scene. Situation is [STABLE/UNDER CONTROL/SERIOUS]. Access to campus is [RESTRICTED/CLOSED/NORMAL]. [DATE/TIME]”

The Emergency Notification System is tested at least twice each year.

Other forms of emergency notification include the Hope International University home web page, and social media outlets.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
PRIMARY					
Text Messaging	Crisis Management Coordinator	ENS Administrative Team	Crisis Management Coordinator	Crisis Management Coordinator	ENS Administrative Team
Voice Messaging	Crisis Management Coordinator	ENS Administrative Team	Crisis Management Coordinator	Crisis Management Coordinator	ENS Administrative Team
Email Messaging	Crisis Management Coordinator	ENS Administrative Team	Crisis Management Coordinator	Crisis Management Coordinator	ENS Administrative Team
SECONDARY					
HIU Website	Crisis Management Coordinator	VP of Advancement	Crisis Management Coordinator	Crisis Management Coordinator	ENS Administrative Team
Social Media	Crisis Management Coordinator	VP of Advancement	Crisis Management Coordinator	Crisis Management Coordinator	ENS Administrative Team
Face to Face Communication	Crisis Management Coordinator	VP of Advancement	Crisis Management Coordinator	Crisis Management Coordinator	ENS Administrative Team

Follow up messages will be sent to the University community using some or all of the systems described above. Follow-up messages may be developed and/or distributed by the Crisis Management Coordinator or designee.

Members of the larger community or family members of students and staff who are interested in knowing about emergencies at Hope International University may visit the Hope International University website or find information through media outlets.

Emergency Response Procedures

a. Campus Drills and Exercises

The Hope International University Crisis Management Plan includes information regarding shelter-in-place and evacuation guidelines and procedures. At least two campus-wide evacuations take place annually. Testing of the Emergency Notification System is conducted at least twice each year.

These tests and exercises are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. General information about the emergency response and evacuation procedures is publicized each year as part of the University's Clery Act compliance efforts.

b. Evacuation Procedures

1. All faculty, staff and students should note the following at the beginning of each semester.
 - a. Look at the evacuation diagrams for the building and rooms you will be in.
 - b. Know the location of at least TWO exits,
 - c. At the sound of an alarm...
 - 1) Stop whatever you are doing.
 - 2) Turn off, or close the container of anything potentially hazardous, if you can.
 - 3) Grab your personal possessions quickly.
 - 4) Do not take time to gather more things than you can quickly find.
 - 5) DO NOT WAIT! Walk to the nearest exit.

- 6) If your nearest exit is blocked, move immediately to another exit.
- 7) If you need assistance, notify the faculty member or building coordinator so they can summon an appropriate response for you.

2. Special Note to Faculty

- a. Students will look to you for guidance in emergency situations and practice drills, so make sure you know all of the emergency exits in every building you teach or have an office.

b. Before an Evacuation

- 1) On the first day of class and in your course syllabus include the following:

- ☐ Review emergency exits for the room and building.
- ☐ Review the location of nearest phone.
- ☐ Identify building evacuation gathering point(s).
- ☐ Notify students that if more than one building is being evacuated the primary gathering point is: The Student Parking lot or the Nutwood Lawn.
- ☐ Develop a “buddy” system or other method for attendance accounting.
- ☐ Review the actions to be taken in the event of a shelter in place.
- ☐ Notify students that backpacks and other personal belongings are to be kept with them at all times. Do not disturb a suspicious object. Backpacks left unattended pose a risk and may be confiscated or destroyed.

- 2) In the event of a command to evacuate:

- ☐ Instruct students to gather personal belongings.
- ☐ Do not allow anyone, including yourself, to remain in the room, or building.
- ☐ Offer assistance if someone needs it.
- ☐ Proceed with class to the established gathering point.
- ☐ Report to the emergency staff assigned to supervise the gathering point.
- ☐ Wait with class at the gathering point until given further instructions by the appropriate emergency personnel.
- ☐ FOR EVENING OR WEEKEND CLASSES, Building Coordinators may not be available, so be ready to take the lead and guide your students out of the building to a safe location.

c. Crisis Management Plan

The Hope International University Crisis Management Plan is designed to provide a resource for university personnel, administrators, students and to include crisis coordinators in assisting with information and guidelines in planning and responding in a crisis. While the Plan does not cover every conceivable contingency situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

This Crisis Management Plan describes and directs the University’s response to emergency situations and disasters. It becomes effective for Hope International University when a hazardous condition reaches or has the potential of reaching proportions beyond the capacity of normal campus operations to handle.

The purpose of this multi-hazard emergency operations plan is to provide the framework for coordination and full mobilization of university and external resources. It establishes an emergency management system for the main campus in Fullerton and all campus off-site centers. Additionally, it clarifies strategies to 1) prepare for, 2) respond to, and 3) recover from an emergency or disaster incident that could impact the campus or region.

The goal of the plan is to provide a system to manage personnel and resources to respond effectively to critical situations. The following objectives support this goal:

Establish and staff an effective emergency response and communications system;

1. Request and coordinate mutual aid according to established procedures;
2. Identify potential hazards that could affect the campus;

3. Manage the movement, reception, and care of the campus community during an emergency or catastrophic event;
4. Assemble a team of trained personnel to operate the Emergency Operations Center in times of crisis;
5. Restore essential services.

Consistently integrated into every facet of this system is the response priority to preserve life, provide stability to the situation and to protect the environment, in that order. All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the Crisis Management Plan, must adhere to these guidelines. Only those University administrators responsible for directing and/or coordinating emergency operations may approve exception(s) to these crisis management procedures as required to fulfill the emergency response.

Annual Fire Safety Report

Hope International University publishes this fire and safety report as part of its annual Clery Act Compliance. This report contains a description of the fire safety practices and standards for HIU, including statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire and the value of the property damage caused by the fire. This report is available for review 24 hours a day on our HIU website. A physical copy may be obtained by making a request to the Department of Student Affairs at 714-879-3901 ext.2311.

Fire Statistics – 2018-20

Resident Hall – Fire Systems						
Residence Hall	Dialer*	Smoke Detector	Pull Stations	Fire Extinguishers	Fire Drills	2018-20 Fire Incidents
Alpha	Yes	Yes	Yes	Yes	2	0
Omega	Yes	Yes	Yes	Yes	2	0

**All Residence Halls fire alarms are monitored by a contracted service.*

Fire Safety

A daily fire log is available for review by visiting the Department of Student Affairs Offices located in the Lawson/Fullerton Student Center, first floor, suite 113. The fire log includes information about fires that occur in the residential facilities, including the nature, date, time, and general location. If a fire occurs in a HIU building, community members should immediately notify Campus Safety and or dial 9-1-1. When calling, provide as much information as possible about the location and cause of the fire.

The University takes fire safety seriously and has established fire safety programs for the student living in on-campus residence halls. Fire evacuation plans are posted in each resident's room. Drills for evacuation and shelter in place are practiced each year.

Means for Reporting a Fire

Pull the nearest fire alarm pull station if available. Pull station are usually located near building exits. Contact 9-1-1 and call Campus Safety at 714-681-7333.

Evacuation Procedures

- ☐ Call 9-1-1. Make sure you have the correct address available (651 Titan Dr, Fullerton, CA 92831).
- ☐ Check your door with the back of your hand before opening it to make sure it is not hot and the fire is not on the other side.
- ☐ Sound the alarm. Your building is equipped with a fire alarm pull station. To activate the alarm, pull the handle in the fire alarm box closest to the location of the fire. Alert others in your living space by shouting "FIRE."

- ❑ Immediately evacuate, get out and stay out. DO NOT FIGHT THE FIRE. Contact Campus Safety: (714) 681-7333
- ❑ If you encounter smoke when leaving the building stay low to the floor as possible.
- ❑ If you become trapped in your building or room, hang something outside the window such as a sheet or curtain to warn firefighters that you are still in the building. Place wet towels around the top, sides, and bottom of the door to your room. Close any remaining doors to reduce the fire's spread.
- ❑ Your building hallway is equipped with fire separation doors; make sure they are never blocked to ensure their closure.
- ❑ Remain outside of the building and at a safe distance away from the building. Have a central meeting place so everyone in your group can be accounted for. DO NOT RE- ENTER THE BUILDING. Immediately notify fire fighter personnel on scene that everyone in your group is safely out of the building.

Residence Hall Fire Safety - Prohibited Behavior and Activities

Failure to Evacuate: Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a campus representative.

Breaching Security Systems: Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.

Misuse or Tampering with Emergency Equipment: Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to criminal charges.

Flammable Agents: Use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine dependent upon combustible fuel for operation, etc.

Burning Objects: Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or adjacent to buildings.

Possessing Weapons: Knowing possession or use of an explosive, dangerous chemical or deadly weapon on campus property or at a university campus function. The term "deadly weapon" includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sandclub, sandbag, metal knuckles; any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Recreational weapons including airguns (*pellet, BB, paintball*), potentially dangerous sporting equipment, martial arts weapons, firecrackers, fireworks, etc.

Cooking/Appliances: Cooking of any kind is not permitted in Residence Hall rooms. All food preparation requiring appliances must be used in the kitchenette. Limited cooking is permitted in Point Rooms equipped with amenities for this purpose. Cooking at any time, regardless of location, should coincide with adequate ventilation.

Prohibited appliances include: Heated Coil Space Heaters, microwave and toaster type ovens; hot plates; electric woks; "non-auto-shut-off" coffee pots; popcorn poppers; cooking grills (*e.g., George Foreman model*); etc. OSHA approved mini-refrigerators (*less than 4 cubic feet*) are permitted (*maximum of 2 per room*). Leftover and unsealed food products should be taken out of the building as soon as possible, for health and cleanliness concerns.

Fire Safety Systems in Residential Facilities

Both University residential halls are equipped with automatic fire detection and alarm systems that are monitored by an off-site private company. Fire drills are conducted each year in both residence halls.

University Resources

Campus Safety On-Campus emergency (24 hours) Safety escorts (24 hours) Key assists (24 hours) Lost and found (Monday – Friday 8:00am – 5:00pm)	714-681-7333
Hope Counseling Center	714-879-3901 ext. 1266
Vice President for Student Affairs	714-879-3901 ext. 1211
Director of Human Resources	714-879-3901 ext. 2281
Fullerton Police Department	9-1-1 714-738-6800 (<i>Business Line</i>)
St. Jude Medical Center 101 E. Valencia Mesa Drive Fullerton, CA 92835	714-871-3280
Community Service Programs Sexual Assault Victim Services	714-834-5713
Rape, Abuse, Incest, National Network	1-800-656-HOPE (4673)
National Domestic Violence Hotline	1-800-799-SAFE (7233)



Lawson-Fulton Student Center