Department of Public Safety

October 2014

Annual Security
& Fire Safety Report
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The University of San Diego recognizes and supports the integral role that Public Safety plays as part of its commitment to academic excellence. Everyone at USD has a role in providing a safe environment in support of the academic excellence for which we strive. We are proud of our history of outstanding service to the USD community and we are also aware of the challenges posed in a campus environment.

The University of San Diego thoroughly evaluates the security needs of the community and continues to consider these needs on an ongoing basis. As a result of such careful analysis, the university has implemented policies aimed at promoting a safe learning and work environment. These policies work in conjunction with Federal, State, and local laws. The Department of Public Safety provides on-going education and enforcement of these laws and policies at USD. Each member of the USD community is responsible for knowing these policies and complying with them. This report contains many of the specific policies that pertain to the USD community. Please take time to become familiar with them.

This report also details many of the steps taken by the university and the Department of Public Safety to ensure the security of its students, faculty and staff, and it outlines many measures we can each follow to take personal responsibility for our own security and that of the USD community. Although the university and the Department of Public Safety go to great lengths to promote a safe and secure environment, personal safety is an individual responsibility. Each member of our community is strongly encouraged to familiarize themselves with our emergency and disaster response protocols. Together we must take personal responsibility for our own safety, as well as the safety of those around us. Working together, we will continue to keep USD a safe campus for all.

Chief Larry E. Barnett
Assistant Vice President for Public Safety
University of San Diego

The Annual Campus Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (the “Clery Act”) and is also available at www.sandiego.edu/safety/documents/annualreport.pdf. It is presented in a Portable Document Format (pdf) and can be viewed using Adobe Acrobat Reader. Acrobat Reader is free and can be downloaded via a link on the Department of Public Safety Web page. A hard copy of the report may also be obtained by calling the Department of Public Safety at (619) 260-7777 or visiting the Department of Public Safety in Hughes Center, Room 150.
Mission & Value Statements
The University of San Diego, Department of Public Safety is committed to the support of the university's greater mission of excellence in education and service to the community. As an integral part of the university, we pledge ourselves to a continuing partnership with the campus community to provide a safe and secure environment through community-based public safety. We will achieve our goals by service to the community that reflects respect for the law, dignity to all persons and pride in our profession.

Service to Our Community: The people in our campus community are our most important customers. Our motto: "Safety through Education" is not just a slogan it is our way of life. We pledge to work in partnership with the USD community and do our best to provide for its public safety needs.

Commitment to Integrity: Integrity is our standard. We are proud of our profession and will conduct ourselves in a manner that merits the respect of all people. We will demonstrate honest, ethical behavior in all our interactions. We must have the courage to always do what is right.

Respect for People: The dignity of mankind is a value that we treasure. We believe in treating all people with respect. We show concern for the victims of crime and treat violators of the law with fairness at all times.

Commitment to Leadership: Managers, supervisors and team leaders need to be leaders in their areas of responsibility. Making certain that our values become part of our day to day work life is our mandate. We encourage our employees to submit ideas, we listen to their suggestions, and we help them develop to their maximum potential.

General Department Information
The Department of Public Safety (DPS) is located on the main USD campus at 5998 Alcalá Park, San Diego, CA 92110 in Hughes Center, Room 150. The department operates 24 hours a day, 365 days a year.

The Department of Public Safety and Tram Services employs a wide range of personnel demographics. Currently, we employ 38 full time employees and 15 casual workers. Of these employees, 17 are women and 36 are men. The department is made up of persons from Asian (1), Asian - Filipino (4), Black or African American (3), Hispanic (20), Indian (1) and Caucasian (24) descent. Additionally, the department has a vast tenure of employees,
ranging from those that have been hired in the past year to those that have worked for the department for over 20 years. DPS also supplements its services by employing students as Community Service Officers to ensure safety on the campus.

Gender

- Male: 36
- Female: 17

Department Ethnicity

- Asian: 46%
- Asian-Filipino: 1%
- Black or African American: 6%
- Hispanic or Latino: 8%
- Indian: 1%
- White: 38%

Years of Service

- Less than 1 yr: 9
- 1-5 yrs: 4
- 6-10 yrs: 10
- 11-15 yrs: 24
- 16-20+ yrs: 6
Enforcement and Arrest Authority

The authority to enforce University of San Diego policy is established by the Board of Trustees. The patrol division of DPS is primarily responsible for handling all emergency calls and crimes in progress. It also investigates all non-violent property crimes that occur on USD property pursuant to a memorandum of understanding (MOU) with the San Diego Police Department (SDPD). When and if the need arises, Public Safety officers are authorized and directed to make a citizen’s arrest of any and all persons creating disturbances against the general peace, interfering with the security of campus facilities or grounds, or interfering with or disturbing the safety and general welfare of the USD community. When such a citizen’s arrest is necessary, DPS shall, as promptly as possible and beforehand if reasonable, notify SDPD to come and render assistance as needed and necessary.

Officers receive training in criminal law, patrol procedures, firearms, use of force, investigations, report writing, first aid, CPR, and in the use of Automatic External Defibrillators. Officers also participate annually in collaborative trainings with other local university law enforcement agencies, and also receive training on varying levels of incident command. In-service training ensures that officers remain capable and up to date in their skills.

The Communications Division of DPS coordinates and supports the events and activities of field personnel from a 24-hour dispatch center located on campus. DPS Dispatchers answer the Department business and Campus emergency lines. Radio communications are currently maintained by the County of San Diego, much similar to Communications Divisions of other Law Enforcement Agencies. DPS Dispatchers have direct communications with the San Diego Police Department via phone and radio as well as other Law Enforcement Agencies, including Campus Police Departments.

University phone operators answer phone calls that come into the University’s main line. Callers are either assisted with information, or directed to the appropriate department or area of campus. During special events the phone operators are critical in serving the external community with general campus information, directions and special event information.
Unless otherwise provided for by the Parking Rules and Regulations, all provisions of the California Vehicle Code relating to traffic upon the highways shall be applicable on USD property. This includes but is not limited to posted speed limits, traffic signs, and other traffic control devices. Covered vehicles include but are not limited to automobiles, trucks, motorcycles, motor-scooters, electric carts, bicycles and mopeds. Persons entering USD consent and are subject to enforcement action by officials of the University for violation of any USD regulation, Division 11 of the C.V.C. (Rules of the Road), or any other applicable state law or local ordinance.

**Criminal Activity off Campus**

For crimes reported off campus, SDPD has primary jurisdiction. This includes jurisdiction over certain non-campus buildings or properties owned and/or controlled by the University. However, the close relationship between DPS and SDPD allows for SDPD officers to contact the University and provide reports as appropriate and necessary for crimes reported in those locations.

**Campus Security and Access**

The campus, buildings and facilities of the university are restricted to students, faculty, administrators, staff and guests of the university, except when part or all of the campus, its buildings or facilities are open to the general public for a designated time or purpose, or when used by non-affiliated groups, organizations or individuals that have been granted or approved by authorized university officials.

The main entrances to administrative and academic buildings on campus are to be open to students, faculty, administrators, staff, and guests of the university during normal operating hours. All university buildings and facilities will be locked when they are not open for general use by those who are authorized or permitted to use them. When a university building or facility is not open for general use and is locked, entry to the building or facility may be controlled or limited by the Department of Public Safety. Advance authorization by an appropriate university official may be required before an individual is permitted access to a university building or facility when the building or facility is locked and not open for general use.

Residence halls are secured 24 hours a day. Some general-use facilities may have individual hours, which can vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.
All employees and students of the university must possess a valid and current university-issued identification card at any time when they are on campus or otherwise engaging in university-related activities. All persons who are on the university campus or participating in university-related activities must provide adequate photo identification, upon request, to any university official and/or DPS officer. Any person who refuses to provide the requested identification may be asked to leave the campus.

DPS officers routinely patrol the campus, and in some cases are assisted by Community Service Officers, who are student employees that provide extra “eyes and ears” for the Department. The University also has an extensive video surveillance system, monitored 24 hours a day in the DPS dispatch center. Additionally, security surveys are conducted upon request, and examine such factors as landscaping, locks, alarms, propped doors, lighting and malfunctioning emergency phones or video surveillance cameras.

The complete University policy concerning Access to University Buildings, Facilities and Grounds can be found at http://www.sandiego.edu/legal/policies/community/safety/acess.pdf.

REPORTING CRIME AND OTHER EMERGENCIES AT USD

Accurate and Prompt Reporting of Criminal Offenses

DPS has procedures in place to allow for and facilitate the reporting of criminal offenses in a manner consistent with the requirements of the Clery Act. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to DPS in a timely manner. When a crime is reported, DPS will dispatch an officer to the appropriate location, conduct a preliminary investigation, and prepare a crime report. When appropriate, DPS will investigate the incident further, or forward the crime report to SDPD for additional follow-up. As applicable and necessary, DPS will forward crime reports to the Office of the Dean of Students for student conduct referrals, or to Human Resources for employee conduct referrals. For any reported crime, if assistance is required from SDPD, DPS will contact them immediately.

To report a crime, suspicious activity, or emergency occurring on campus, contact DPS immediately:
- (619) 260-7777 (non-emergencies) or at (619) 260-2222 (emergencies only)
• Visit Hughes Administration Center, Room 150
• Use any blue light phone located throughout campus

To report a crime occurring off campus or in a non-campus property, contact the San Diego Police Department:
• (619) 531-2000 (non-emergencies) or 9-1-1 (emergencies only)

In addition, representatives in the following areas have been identified as Campus Security Authorities and are available to facilitate making a crime report to DPS:

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<th>Office</th>
<th>To Whom</th>
<th>Location</th>
<th>Phone</th>
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<tr>
<td>DPS</td>
<td>Any full-time staff</td>
<td>Hughes Rm. 150</td>
<td>(619) 260-7777</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Professional Staff*</td>
<td>University Center, Rm. 232</td>
<td>(619) 260-4590</td>
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<td>Student Leadership &amp; Involvement Center</td>
<td>Student Organization Advisors</td>
<td>Student Life Pavilion, Rm. 301</td>
<td>(619) 260-4802</td>
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<td>Residential Life</td>
<td>Professional Staff**</td>
<td>Missions Crossroads</td>
<td>(619) 260-4777</td>
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<td>Athletic Administration</td>
<td>Administration and coaches</td>
<td>Sports Center</td>
<td>(619) 260-4256</td>
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*excluding pastoral and professional counselors
**including Director, Associate Director, Assistant Director, Resident Faculty, Community Directors, Resident Assistants.

If a sex offense should occur, staff on scene, including DPS, will offer the survivor a wide variety of services. The USD Counseling Center has trained Sexual Assault Responders and CARE advocates who are available to assist sexual assault survivors 24 hours a day. More information regarding the Sexual Misconduct and Relationship Violence Reporting and Response Standards and Protocols, as well as on and off-campus resources are included in this publication.

In the event that a reported incident manifests evidence of a hate crime or act of intolerance, DPS will coordinate with multiple offices on campus to provide support services, facilitate an investigation, and to determine an appropriate response. If a reported incident involves a hate crime, DPS will be responsible for the investigation. If a reported incident does not constitute a hate crime but involves an alleged act of intolerance, the
incident will be investigated by other designated University officials. For such incidents against students, reports will be forwarded to the Dean of Students. Reports against staff employees will be forwarded to Human Resources, while reports against faculty will be forwarded to the Executive Vice President and Provost, and/or to their respective Dean’s office. As appropriate and necessary, a Critical Issues Response Team (CIRT) will be activated to review the incident and determine the appropriate response. Please refer to http://www.sandiego.edu/safety/reporting/hatecrimes/response.php for the complete Acts of Intolerance Response Procedures.

Pastoral & Professional Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. They are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary and confidential basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor: An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Voluntary Confidential & Anonymous Reporting

Occasionally, victims of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or university judicial systems.
As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to the Department of Public Safety for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. Please see previous section for descriptions of these positions.

Certain other university departments may accept confidential reports from a victim. The Clery Act, however, requires these departments to report the crime to the Department of Public Safety. This reporting allows the university to maintain accurate records on the number of incidents, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed. The Department of Public Safety will investigate crime that is reported to them.

Individuals may also report incidents or information anonymously at the Department of Public Safety website through the Anonymous Reporting form. The Anonymous Report form is also designed to provide the DPS with crime tips, along with reports in which complete anonymity is desired. The purpose of both a voluntary confidential or anonymous report is to comply with your wish to keep your identity anonymous, while taking steps to ensure the future safety of yourself and others.

The Anonymous Reporting form can be found online at www.sandiego.edu/safety/reporting/anonymous.php.

Timely Warnings

The University of San Diego Department of Public Safety is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the University, constitute an ongoing or continuing threat to students and employees.

Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Department of Public Safety by phone at (619) 260-2222 or in person at the dispatch center in the Hughes Administration Center Room 150. The Department of Public Safety will consult, as appropriate and necessary, with other university officials regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration
of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.

When a determination is made that a timely warning should be issued, the Department of Public Safety will take appropriate steps to ensure timely notification of the campus community. Options for notification include, but are not necessarily limited to, the university’s mass notification system (phone, text and email), outdoor notification system, campus-wide e-mails, physical postings on doors and bulletin boards, MySanDiego.edu, the Vista newspaper, or the Department of Public Safety website. The warnings will include some or all of the following information: the date, time and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions or incident specific safety tips.

DPS recognizes the importance of alerting the campus community to crimes reported on or off campus that may not meet the criteria for a timely warning, but still have the potential to impact the campus community. In these situations, which are also evaluated on a case-by-case basis, DPS will release Crime, Safety, and/or Security Alerts that may include physical postings in the impacted campus area, My.SanDiego.edu portal announcements, and DPS website announcements. These alerts will contain a concise summary of the reported incident, directions to contact DPS if there is additional information, and, depending on the situation, specific crime prevention or personal security tactics recommended by DPS. The University policy concerning Timely Warnings can be found at http://www.sandiego.edu/legal/policies/community/safety/Timelywarning.pdf.

Daily Crime & Fire Log

The University of San Diego's policy is to comply with the Clery Act. As a component of compliance, the Daily Crime & Fire Log is written and updated on a daily basis by DPS personnel, and contains information
regarding crimes, fires and other major incidents reported at USD. The most recent 60 days are available for public inspection at any time in person at Hughes Administration Center, room 150, or online at http://www.sandiego.edu/safety/clery_act_compliance/daily_crime_logs/. Archived logs are available upon request within two business days.

SECURITY PROGRAMS, SERVICES & RESOURCES

Security Awareness & Crime Prevention Programs

DPS recognizes the key role education plays in generating security-conscious behavior. Security awareness and crime prevention programs are offered in a variety of formats and can be tailored to meet the changing needs of the campus community. Programs are open to any and all campus community members, and are regularly scheduled throughout the year. Programs address topics such as sexual assault awareness, crime prevention tactics, and personal safety when on or off campus, but can include a variety of other safety and security information. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Individuals and groups are encouraged to contact DPS to schedule a program, or to visit the Department website at www.sandiego.edu/safety for more information.

In addition to formal training, information is disseminated to students and employees through crime prevention brochures, security alert posters, displays, videos, and articles and advertisements in the University newspaper, The Vista.

Listed below are samples of the variety of security awareness and crime prevention programs or services that DPS offers:

Coffee with the Chief: Members of the USD community are invited to meet with Chief Larry Barnett weekday mornings from 8:30-9:00a.m. for “Coffee with the Chief.” This is an ideal opportunity to express security concerns, meet members of the department, learn about programs offered by DPS, and become an active participant in the USD community.

College Cab: When a student is in an unsafe situation off-campus, Orange Cab service provides an alternative means of transportation. Call (619) 291-3333 (Orange Cab), identify yourself as a USD student, ask for the college cab service, and give your location. The student will be responsible for
paying a $10 flat fee to the Cashier’s Office within two weeks of utilizing the service. DPS and the Center for Health & Wellness Promotion have convenient business cards and key chains to help you keep this information handy...come by HAC-150 (DPS) or UC-161 (CHWP) to pick yours up for free!

**Community on Patrol (COP):** The COP initiative is aimed at raising safety and crime prevention awareness throughout the campus community (students, faculty, staff and administrators). The goal is to increase the community’s ability to recognize, identify and prevent many of the typical crimes that we see occurring on the University’s campus. By increasing the eyes and ears of Public Safety, we increase our ability to respond to and stop crimes that may be occurring within our community.

**Community Director and Resident Assistant Security Training:** DPS equips resident directors and resident assistants with the knowledge and tools they need for conducting their own basic crime prevention discussions in their residence halls by providing them with specialized security training each fall.

**Crime Alert Bulletins:** When DPS receives a report of a situation in which the campus community may be at special risk due to a crime incident or possible suspect, Public Safety will publish and distribute a crime alert bulletin to notify the campus community as quickly as possible. Crime alert bulletins are also available at [http://www.sandiego.edu/safety/clery_act_compliance/alerts.php](http://www.sandiego.edu/safety/clery_act_compliance/alerts.php), and in some cases are also posted on the MySanDiego.edu portal under “Campus Announcements.” Additionally, DPS publishes daily a summary of all reported crimes that occur on campus on the department website (year round) and weekly within the USD newspaper, *The Vista* (during the academic year).

**Emergency Mass Notification Systems:** In the event of an emergency, DPS will employ either or both of our all-campus alert systems. The mass notification system will send a combination of text, email and voicemail concurrently to every community member (student, faculty and staff). Additionally, our outdoor notification system allows DPS to broadcast campus alerts as necessary through speakers located around campus. All community members are encouraged to keep their contact information updated on the MySanDiego.edu portal so that they may receive these critical announcements.
Emergency Telephones: Emergency phones are located throughout the USD campus. All of these phones are marked as emergency telephones and many of them are also marked by a blue light on top of the phone. The phones are connected to Public Safety’s 24-hour Dispatch Center and identify the phone's location if the caller is unable to talk. The phones can be used to request a safety escort, report suspicious activity, and to report crimes. Some tower phones are also equipped with outdoor notification speakers and video surveillance cameras.

First Aid Training: Trained DPS officers provide instruction on proper first aid techniques, CPR, and use of a defibrillator.

Lost & Found: The University’s lost and found service is located at DPS. If you have lost an item, you can call (619) 260-7777 to ask if the property was turned in.

Orientation Programs: DPS personnel participate in orientation programs to help educate new and transfer students on crime prevention and fire safety issues. They conduct presentations for parents, students, and staff to provide them the opportunity to become familiar with DPS and to address their questions and concerns.

Personal Safety Programs: Trained DPS officers will present personal safety and security programs to interested groups or individuals on topics such as sexual assault, substance abuse, general crime prevention, fire safety tips and safety while visiting Mexico.

Property Identification: In addition to encouraging basic theft prevention through property identification and keeping records of serial numbers and descriptions of valuable items, DPS also offers engraving of personal property, free of charge for all campus community members.

Rape Aggression Defense (R.A.D.): R.A.D. is a unique crime prevention program that focuses on women’s safety and self-defense techniques. The R.A.D. program focuses on the realistic development of self-defense options for women in situations of imminent or actual attack. The techniques taught in a R.A.D. course require no special equipment of skills, and become instinctive with repetition. R.A.D. is for women only and is open to all community members. Classes are taught continuously throughout the year. Class and contact information is available online at [www.sandiego.edu/safety/prevention/rad.php](http://www.sandiego.edu/safety/prevention/rad.php).
Resident Hall Floor Meetings: DPS collaborates with Residential Life staff on individual resident hall “Third Week Check-In” meetings at the beginning of every fall semester. While topics such as crime prevention and emergency preparedness are briefly covered, these meetings function more as a type of town hall, where students can ask questions and elaborate on information or experiences they’ve encountered over their first month at school.

Resource Fairs: DPS personnel host crime prevention tables at various orientation events and resource fairs on campus, for example, the Alcalá Bazaar (fall and spring semester), Law School Orientation (fall semester), Graduate School Resource Fair (fall semester), and the Benefits Fair for employees.

Safety Escort Service: DPS officers will provide safety escorts on campus 24 hours a day for campus community members that request them. Simply contact DPS by calling (619) 260-7777 or use any blue emergency phone and an officer will respond to your location and escort you to your desired on-campus location (i.e. classroom, parking lot, residence hall, etc.).

Security Surveys: Upon request, DPS will conduct security surveys of campus offices and residences. We recognize that various work and living environments require additional review to enhance the security and safety of those involved.

Video Surveillance: Video surveillance cameras are located throughout the USD campus and assist DPS in the prevention and investigation of crimes on campus.

**EMERGENCY & DISASTER RESPONSE**

Emergency Notification

Emergency Notifications will be issued for all incidents occurring on campus that, in the judgment of the University, constitute an immediate threat to the health and safety of the campus community. Anyone with information believed to warrant immediate notification should promptly report the circumstances to DPS by phone at 619-260-2222, in person at Hughes Administration Center, room 150, or by using an emergency phone on campus. Once information constituting an immediate threat is received, the Assistant Vice President for Public Safety (Chief) or designee is authorized to determine whether an emergency exists, and if so, to activate the
immediate notification procedures. The Chief will attempt to contact and advise the Vice President for Business Services Administration or other senior administrative designee, but will not delay notification if they are not immediately available. A Critical Incident Response Team may also be convened and will collaborate as necessary with the Chief or DPS designee.

In the event that an emergency is determined, DPS will, without delay and taking into account factors that may compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the incident, notify the campus community by activating either or both of the University’s campus alert systems. The Mass Notification System disseminates emergency information to the campus community via concurrent voicemail, text and email notifications, and the Outdoor Notification System is equipped to broadcast announcements and siren tones over outdoor and indoor speakers located throughout campus. DPS may also collaborate with Information Technology Services to post pertinent information on closed circuit televisions and electronic marquees throughout campus. When possible, other notification methods may include campus-wide emails, physical postings on doors and bulletin boards, MySanDiego.edu portal announcements, and the DPS website and the University website. The Office of Public Affairs will also coordinate, as appropriate and necessary, with local media to provide current and timely information for campus emergencies.

Some threats to the USD community may require occupants to immediately evacuate buildings or to seek shelter within buildings. Evacuation of buildings will be signaled by activation of the audible fire alarm evacuation systems. The assembly locations have been predetermined and are practiced during evacuation exercises throughout the year. In the event an emergency occurs which dictates safety be sought within university buildings, appropriate information will be announced over the University’s Outdoor Notification System as well as over DPS patrol vehicle public address systems, if possible.

With either emergency scenario, updated instructions and information will be made available to all community members by any or all of the following methods: mass email, text message, voicemail, MySanDiego.edu portal announcements, DPS website and USD general website announcements, and local media announcements.
Annual Notification & Testing of Emergency Response Procedures

The University will, on an annual basis, inform the campus community of various emergency response procedures and notify the campus community of planned activations of emergency response systems. The University conducts several emergency response exercises throughout the year in the form of Emergency Operations Center table top exercises, earthquake drills, campus active shooter trainings and other situation-specific tests, and may include all or segments of the campus community. Planned activations will be disseminated to the entire campus community by any or all of the following methods: mass email, MySanDiego.edu portal announcements, and DPS website announcements. At a minimum, all resident halls have two publicized evacuation drills annually. Testing of complete campus-wide activation of emergency response and evacuation procedures is conducted a minimum of once a year, usually in conjunction with the state-wide Great California ShakeOut (http://www.shakeout.org).

Records for each emergency response and evacuation test will be maintained including information such as the description, time and date of the test, and whether the test was announced or unannounced.

Emergency Preparedness/Response Guides

In advance of a scheduled activation of emergency response procedures, the entire campus community will receive information regarding the specific procedures to follow as it pertains to the emergency/disaster response being tested via a campus-wide email. The University maintains an Emergency Preparedness website that offers detailed emergency response recommendations, http://www.sandiego.edu/emergency/. This detailed information is also posted on the interior of every individual residence hall room or apartment entrance door. Additionally, DPS and Residential Life staff collaborate on one large group meeting for new and transfer students, and one individual “floor” meeting for resident students covering basic emergency preparedness and response procedures, including shelter-in-place and evacuation guidelines, held at the beginning of each semester.

In the event of:
...a Campus Active Shooter

NOTE: An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for an active shooter event are listed below.
The potential for a school shooting exists on every campus throughout the United States. Although the possession of firearms on or around the campus is prohibited, previous local and national shootings dictate the importance and need for a response plan. In the event you observe an individual with any type of weapon on the campus, immediately contact Public Safety at ext. 2222

**In an Active Shooter Emergency:**
Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

1. Get away: Can you safely escape?
2. Shelter in Place: Is there a good place to hide?
3. Confront: Will you attack the shooter?

**Getting Out:**
- If you can and you deem it safe, get out and get to a safe place.
- You will have to rely partially on instinct.
- Leave belongings behind, but take your cell phone if it is handy.

**Hiding in a Safe Place:**
- Find a hidden location.
- Find protection behind furniture if possible.
- Find a room that locks if you can.
- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Make a plan with others in the room about what you will do if the shooter enters.
- Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, report the location of the assailant.

**If Outside When a Shooting Occurs:**
- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
• When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
• Wait and listen for directions from Public Safety and/or law enforcement personnel.

If Suspect is in Close Proximity:
• An individual must use his/her own discretion about when he or she must engage a shooter for survival.
• Generally, one can lie motionless and pretend to be unconscious or confront the individual.
• Make a plan as to how you will survive the situation.
• Make a total commitment to action and act as a team with others if possible.
• Do whatever is necessary to survive the situation.

Help Out:
• Warn others.
• Help others escape.
• Keep others away from the danger area.
• Help the injured.
• Help others stay calm

Calling for Help:
• If safe to do so, call the appropriate authorities. Do not assume that someone else has reported the incident.
• On Campus: call the Department of Public Safety at (619) 260-2222
• Be persistent; phones may be jammed.
• Calmly identify yourself and your exact location. Remain calm and answer the dispatcher’s questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
• If safe to do so, stop and take time to get a good description of the criminal. Note race, sex, age, height, weight, hair color, clothing descriptions, scars marks, or tattoos, direction of travel, and name if known.
• If the suspect is entering a vehicle, note color, make and model, body style (2-door, 4-door), license plate, and special details (like damage or bumper stickers). All of this takes only a few seconds and is of the utmost help to the responding officers.
• Although you are not expected to know all of the answers, answer them to the best of your ability. Even though you may think the
questioning is wasting valuable time, the information you provide will enable Public Safety dispatchers to dispatch officers and other emergency personnel safely and effectively.

During your call to Public Safety, you will be asked questions, such as:

- Where are you? What is the specific location of occurrence?
- What exactly is happening and how do you know? Is it still happening?
- Suspect Description?
- Where is the suspect now? What was his/her last known direction of travel?
- Do you know who the suspect/s is? If yes, identify them and provide any background knowledge you may have.
- What types of weapons were used? Describe the weapon/s or other dangerous object/s if possible, and any visible ammunition:
  
  o Rifle
  o Shotgun
  o Handgun: revolver or automatic?
  o Ammunition: describe type, amount and type of container (metal box, cardboard box, backpack pockets and others)
  o Knife or other dangerous weapons
- Were any shots fired? Can you describe the sound and the number of shots fired?
- Are there any wounded and how many? Where are they located?

When Law Enforcement Arrives:

- When law enforcement reaches you, do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.
In the Event that there are Hostages:

- Call Public Safety and be prepared to give the following information:
  - Identify hostage location in building or area
  - Number of assailants, if known
  - Number of hostages, if known
  - Identity of assailants, if known
  - Any description of assailants and weapons
  - Any demands made by the assailant/s
  - If you are at a distance, move away from the location to a safer area.
  - If you can do so safely, evacuate area to a safer location.
  - If possible provide the above information to a Public Safety or Law Enforcement officer once you are in a secure location.

As soon as DPS is aware of an incident, officers will work quickly with other law enforcement officials to safely secure the campus. Situation status updates will be broadcast over the emergency mass notification and outdoor notification systems as soon as possible. Multiple campus websites (including but not limited to: DPS, USD Alert Page, the main USD website, and Public Relations) will also be updated as soon as possible with critical information bulletins. Specifically, community notification will follow the guidelines summarized in the “Immediate Notification” section of this publication.

...an Earthquake:

During an earthquake:

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- If you are in bed, stay there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- If you are in a lab, exit the lab to the corridor. Duck and cover near an interior wall.
- If you are outside, stay in an open area away from buildings, power lines, trees or roadways.
- If you are in a vehicle, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event that roads are damaged.
• After an earthquake:
  • Put on enclosed shoes to protect against broken glass.
  • If the power is out use a flashlight, not a match or candle.
  • Be alert for safety hazards such as fire, electrical wires or gas leaks, etc. Also, be prepared for potential aftershocks.
  • Check on others. If there are injuries or other urgent problems, report them to DPS at extension 2222. Give or seek first aid. Assist any disabled or mobility impaired persons with finding a safe place for them.
  • Evacuate if the building seems unsafe or if instructed to do so. Use stairs, not elevators. Unplug small electrical appliances. Bring keys, purses/wallets, warm clothing and emergency kits if possible.
  • Remain on campus until road conditions are known. The university will broadcast status updates as available over the emergency mass notification and outdoor notification systems. DO NOT use telephones and DO NOT use roadways unless necessary. Keep them open for emergency use.
  • Cooperate with emergency personnel, keep informed, and remain calm.

...a Tsunami:
What to do Before and During a Tsunami:
  • Turn on your radio/Watch local news to learn if there is a tsunami warning or if an earthquake occurs and you are in a coastal area.
  • Move inland to higher ground immediately and stay there. The University of San Diego is approximately 230ft above sea level and would be set up for those students living outside of the University that need to evacuate to higher ground.
  • Stay away from the beach. Never go down to the beach to watch a tsunami come in. If you can see the wave you are too close to escape it.
  • CAUTION - If there is noticeable recession in water away from the shoreline this is nature's tsunami warning and it should be heeded. You should move away immediately and head inland to higher ground.
  • What to Do After a Tsunami:
    • Stay away from flooded and damaged areas until officials say it is safe to return.
    • Stay away from debris in the water; it may pose a safety hazard to boats and people.
    • Save yourself - not your possessions
...a Fire:
If you discover a fire in a building on campus:

- Alert the occupants verbally and by activating emergency alarms, and evacuate the building.
- Notify DPS at (619) 260-2222. They will notify the fire department and guide them as quickly as possible to the location of the fire.
- Seek and assist any disabled or mobility impaired persons in evacuating the building. Exit via the stairway, DO NOT USE ELEVATORS.
- Once outside, move to an open area at least 150 feet away from the effected building(s). AVOID INNER COURTYARDS. Keep roadways and walkways clear for emergency vehicles.
- Wait for the instructions from DPS or emergency personnel. DO NOT REENTER THE BUILDING UNLESS INSTRUCTED TO DO SO by the San Diego Fire Department.

FIRE SAFETY

Reporting a Fire on Campus

Any community member who discovers a fire or other burning on campus should immediately contact DPS at 619-260-2222. DPS will then notify the San Diego Fire Department and guide them quickly to the location of the fire. If a community member finds evidence of a fire that has been extinguished, they should also immediately contact DPS at 619-260-2222 to ensure that DPS is aware of and has responded to and documented the incident.

Fire Safety Systems

Fire alarms or smoke detectors are installed in every campus building, including residential buildings, and alert the occupants of potential hazards when activated. These alarms are connected to control panels that are monitored 24/7 in the DPS Dispatch Center. Upon activation of a fire alarm, indicated by an audible siren, community members must immediately evacuate to their building or residence hall’s predetermined evacuation area, exiting through stairwells not elevators. Community members should not reenter any building unless authorized to do so by SDFD or DPS personnel, or in some cases, authorized Residential Life personnel.

Since every building and residence hall is unique, specific evacuation procedures are in place and posted and/or discussed throughout the year.
Fire Safety emergency procedures are communicated through residence hall meetings, new student orientation meetings, and by placards detailing evacuation procedures and locations. New employees receive training and instructions on fire safety and evacuation procedures for their unique workplace during their orientations. Employees are also notified at that time of their specific Building Manager, or the contact person responsible for overseeing the safety of building occupants in the event of an evacuation or emergency. General evacuation procedures are included in the section of this publication titled “Emergency Preparedness/Response Guides.”

All individuals are expected to follow fire evacuation procedures, regardless of the nature of the alarm (legitimate or false activation). Specifically for resident students, failure to follow fire evacuation procedures may result in disciplinary action and fines and may jeopardize campus housing privileges.

At this time, there are no planned or necessary fire safety improvements.

For more information regarding fire detection, notification and suppression systems in residence halls, please refer to the Fire Safety Amenities in USD Residential Facilities at the end of this document.

**Health & Safety Checks**

Health and safety checks are an important component to ensure that fire safety systems are in proper working order. The USD Environmental and Safety Specialist completes health and safety inspections on a monthly basis, looking for fire, safety and health hazards as well as inspecting fire protection and detection systems. Health and safety inspections of individual residences on campus are conducted by Residential Life staff, and are conducted at a minimum of three times a year. Additional unannounced inspections by Residential Life staff are conducted throughout each semester, or as necessary.

These visual inspections by Residential Life staff specifically seek to identify all possible fire, safety and health hazards within residential facilities. Such fire hazards include, but are not limited to, burning incense, burning candles, halogen lamps, exposed heating elements, personal barbeques, and flammable liquids and solvents (i.e. gasoline, kerosene, lighter fluid, propane, etc.). Such items are strictly prohibited in or around any living area, as outlined in the Community Standards terms and conditions reviewed and signed by all resident students at time of check in. Smoking
and the use of any tobacco products, including hookahs, are also prohibited at all times in all residence hall areas (i.e. student rooms, lounges, bathrooms, hallways, balconies, bridges, stairwells and entry areas). Campus community members who choose to smoke must maintain a distance of at least 25 feet from any openings to University buildings, including residence halls. Additional fire safety components that are addressed in these inspections include ensuring that fire-rated, emergency exit and/or rolling steel fire doors are not propped open or tampered with, and any misuse and/or tampering of fire equipment (i.e. fire alarms, smoke detectors, fire extinguishers or hoses) has not occurred.

Inspections of safety and health standards in residence halls may include assessments of general room cleanliness, proper use of furniture (i.e. stacked bunks, closet doors, etc.), and properly secured window screens, among other expectations further detailed in the Community Standards information. Students found in violation of these standards may be referred for possible disciplinary action.

The USD Environmental and Safety Specialist also conducts annual testing of all buildings outfitted with sprinkler systems. These tests are scheduled and announced to building managers and occupants impacted by the testing, and conducted in coordination with other representatives of the Office of Environmental Health & Safety.

NOTIFICATION FOR MISSING STUDENTS

If a member of the university community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should contact the University’s Department of Public Safety at (619) 260-7777. Public Safety will collaborate with the Division of Student Affairs, other university officials, and/or the appropriate law enforcement agency to make an effort to locate the student and determine his or her state of health and well-being. Public Safety will gather pertinent information about the student from the reporting person or others. Such information may include but is not limited to the student’s description, cellular phone number, clothes last worn, vehicle description, information about the student’s health or well-being, or an up-to-date photograph.

University officials also will endeavor to determine the student’s whereabouts by contacting friends, associates, faculty members, and/or employers of the student, and/or determining whether the student has been attending classes, scheduled organizational or academic meetings,
and work. If the student is an on-campus resident, DPS officers may make a welfare entry into the student’s room. If the student resides off-campus, DPS may enlist the aid of the neighboring police agency having jurisdiction.

For residential students and for students who live off-campus, notices will be made to each of the following individuals within 24 hours of Public Safety’s determination that the student is missing:

- The student’s parent or guardian. The university is required by law to notify the student’s custodial parent or guardian if the student is under age 18 and is not emancipated at the time he or she is determined to be missing. If the student is age 18 or over, notification may be provided to the student’s parent or guardian, in addition to any other person identified as the student’s designated emergency contact.
- Local law enforcement personnel.
- The student’s designated emergency contact (if any). Students are given the opportunity through the MySanDiego.edu portal, and on the Residential Life Emergency Card, to designate an individual to be contacted by the university if the student is determined to be missing or otherwise in the case of an emergency. The designation will remain in effect until changed or revoked by the student. The contact information will be confidential and will be accessible only to authorized university officials or law enforcement personnel.

After the student has been located, Public Safety will attempt to verify the student’s state of health, well-being, and intention of returning to campus. When and where appropriate, a referral may be made to the Counseling Center, the Student Health Center, and/or a community provider.

The University policy regarding Missing Student Notification can be found at http://www.sandiego.edu/legal/policies/community/safety/missingstudent.pdf.

SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE REPORTING AND RESPONSE STANDARDS AND PROTOCOLS

I. Introduction
The University of San Diego is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. Sexual misconduct and relationship violence in any form are antithetical to the university’s mission.
and core values, violate university policy, and may also violate federal and state law.

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a federal law that prohibits discrimination on the basis of sex in education programs and activities by educational institutions that receive federal financial assistance. Prohibited sex discrimination includes sex harassment. Prohibited sex harassment, in turn, includes but is not limited to sexual assault and other forms of sexual violence.

The Violence Against Women Reauthorization Act of 2013 ("VAWA"), including the Campus Sexual Violence Elimination Act ("Campus SaVE Act"), is a federal law that requires colleges and universities to have procedures in place to respond to incidents of sexual assault, domestic violence, dating violence, and stalking.

The university maintains a Policy Prohibiting Discrimination and Harassment that includes sexual harassment among its prohibited behaviors and that applies to all employees and students. Sexual Misconduct and Relationship Violence are forms of sex harassment prohibited by that policy, whether the conduct at issue occurred on or off campus. In order to address its responsibilities under Title IX and the VAWA, the university has implemented these reporting and response standards and protocols specifically to address incidents of Sexual Misconduct and Relationship Violence. All students, faculty, administrators and staff at the university are expected to be familiar with and to abide by these Standards and Protocols.

II. Key Definitions (listed alphabetically)

- "Alleged Offender" is any individual who is alleged to have committed an act or acts of Sexual Misconduct or Relationship Violence.
- "Complainant" is a person who reports that he or she has allegedly experienced an act or acts of Sexual Misconduct or Relationship Violence.
- "Consent" is an affirmative decision to engage in mutually acceptable sexual activity given by clear action or words. It is an informed decision made freely, actively and voluntarily by all parties. It is incumbent upon each participant to either obtain or give consent prior to any sexual activity. If at any time during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and confirm the other’s willingness to continue,
either by words or clear, unambiguous actions. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent cannot be obtained by threat, coercion, or force. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one’s responsibility to obtain consent.

A person cannot give consent if he or she (1) is a minor (under age 18); (2) has a mental disorder or developmental or physical disability that renders him or her incapable of giving consent, and this is known or reasonably should have been known to the Alleged Offender; (3) is unconscious; or (4) is incapacitated from alcohol or other drugs, and this condition is known or reasonably should have been known to the Alleged Offender. Some indicators that an individual is or may be incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance.

- “Dating Violence” means any act of violence or threatened act of violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Examples of Dating Violence include, but are not limited to, causing or attempting to cause physical or sexual assault or abuse; placing another in reasonable fear of serious bodily injury; restraining another’s liberty or freedom of movement; or Stalking, where such conduct is directed against the victim by someone with whom she/he is or has been in a romantic or intimate relationship.

- “Domestic Violence” includes any act of violence or threatened act 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 cohabited with the victim as a spouse or intimate partner, or by any other person against an adult or youth victim who is protected from that person’s acts under federal or California domestic or family violence laws. Examples of Domestic Violence include, but are not limited to, causing or attempting to cause physical or sexual assault or abuse; placing
another in reasonable fear of serious bodily injury; restraining another’s liberty or freedom of movement; or Stalking, where such conduct is directed against the victim by his/her current or former spouse or intimate partner or any other person from whom the victim is protected under federal or California domestic or family violence laws.

- “Relationship Violence” includes Dating Violence and Domestic Violence.
- “Sexual Assault” is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Physical contact of a sexual nature includes, but is not limited to, touching or attempted touching of another person’s breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly, or sexual penetration (however slight) of another person’s oral, anal or genital opening. Sexual assault includes, but is not limited to, rape, sodomy, oral copulation, sexual battery, sexual penetration with an object, forcible fondling (e.g. unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault. Sexual assault can occur either forcibly and/or against a person’s will, or when a person is unable to give consent freely.
- “Sexual Exploitation” is sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.
- “Sexual Harassment” is a form of sex discrimination prohibited by Title IX. It is unwelcome conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of the person’s employment or education; submission to or rejection of such conduct by a person is used as the basis for a decision affecting the person’s employment or education; or such conduct has the purpose or effect of unreasonably interfering with a person’s employment or education or creating an intimidating, hostile, or offensive employment or educational environment. Prohibited conduct can include unwelcome sexual advances, requests for sexual
favors, and other verbal, nonverbal or physical conduct of a sexual nature.

- “Sexual Misconduct” includes Sexual Harassment, Sexual Assault, Sexual Exploitation and Stalking.
- “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Examples of conduct that may constitute Stalking include, but are not limited to, unwelcome and repeated visual or physical proximity to a person; repeated oral or written threats; extortion of money or valuables; unwelcome and unsolicited written communications, including letters, cards, emails, instant messages, and messages on social media.
- “Student” shall have the same meaning as that contained in the Student Code of Rights and Responsibilities.

III. Privacy and Confidentiality

The university is committed to protecting the privacy of all individuals involved in a report of Sexual Misconduct or Relationship Violence. In any report made under these Standards and Protocols, the privacy interests of those involved will be protected in a manner consistent with the need to respond to and to conduct a thorough review of the incident reported. Information will be shared only with those individuals who have a legitimate need to know the information in order to assist in the response to, investigation and/or resolution of the complaint. Please see Section IV below for information about reporting procedures and options.

Confidentiality, on the other hand, is not the same as privacy. Confidentiality means that the information shared with a certain university employee or outside professional cannot be disclosed to others without the express permission of the individual who shared the information.

Individuals who wish to obtain confidential assistance without making a report to USD may do so by speaking confidentially with professionals who are obligated by law to maintain confidentiality, subject to the stated terms of confidentiality by that office. At USD, students may speak confidentially with any of the following:

- Counseling Center psychologists, psychiatrists, or psychology interns
  Serra Hall 300
  (619) 260-4655
  www.sandiego.edu/usdcc
• Center for Health and Wellness Promotion licensed professionals
  Hahn University Center 161
  (619) 260-4618
  www.sandiego.edu/chwp

• University Ministry pastoral counselors or members of the clergy who work for USD (provided that the communication occurs with the counselor or clergy member in his/her pastoral role).
  Hahn University Center 238
  (619) 260-4735

Information shared with these confidential sources will not be shared with USD without consent, unless the disclosure is specifically permitted or required by law, such as when the circumstances pose an imminent risk of harm to self or others or where the report involves the suspected abuse of a minor under the age of 18.

For further information about on-campus and off-campus resources, see Section XIV below.

IV. Reporting Procedures and Options

USD strongly encourages all members of the university community to report information about any incident of Sexual Misconduct or Relationship Violence as soon as possible, whether the incident occurred on or off campus. Reports can be made either to USD or to law enforcement.

USD requires all faculty members, administrators, supervisors, and any employees who have responsibility for student welfare to promptly report information about any incident of Sexual Misconduct or Relationship Violence to USD as provided below, unless the employee is required by law to keep that information confidential by virtue of his or her professional role (e.g. the employee received the information in his or her role as a psychological counselor or a pastoral counselor). In addition, those employees who have been informed by the Department of Public Safety that they are “campus security authorities” under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) are legally required to report such incidents to the Department of Public Safety. All such employees to whom an incident is reported should strongly encourage the reporting party, whether it is the individual who allegedly experienced the act or acts of Sexual Misconduct or Relationship Violence or a third party, to speak directly with the Title IX Coordinator, a CARE Advocate, or the Department of Public Safety.
Reporting to the University of San Diego
A report to USD of an incident of Sexual Misconduct or Relationship Violence should be made to any of the following:

- **Title IX Coordinator.** The Title IX Coordinator can be reached in Maher Hall 101 in the Department of Human Resources or at (619) 260-4594. For more information about the Title IX Coordinator, please see [www.sandiego.edu/hr/titleix.php](http://www.sandiego.edu/hr/titleix.php).

- **Trained Campus Assault Resources and Education (CARE) Advocate.** You may reach a CARE Advocate at any time, 24 hours a day/7 days a week, through the Department of Public Safety’s Dispatch Office at (619) 260-2222. When you call, you should ask specifically to speak with a CARE Advocate and you may do so without providing any information other than your contact information so that a CARE Advocate can contact you.

  CARE Advocates are specially trained to provide support to USD students who are impacted by Sexual Misconduct or Relationship Violence. For more information about the CARE Advocate Program, including a list of CARE Advocates with their direct contact information during regular business hours, please see [www.sandiego.edu/care](http://www.sandiego.edu/care).

- **USD’s Department of Public Safety.** You may reach USD’s Department of Public Safety by calling (619) 260-2222 at any time, 24 hours a day/7 days a week.

Where the matter involves allegations of sexual assault or other criminal conduct and/or the matter involves the safety of any member of the USD community, the Department of Public Safety will notify law enforcement of a report of Sexual Misconduct or Relationship Violence. If the incident is alleged to have been perpetrated against an individual under age 18, appropriate notifications will be made as required by California law addressing the mandatory reporting of incidents of child abuse and neglect.

In every case, the CARE Advocate or the Department of Public Safety will inform the Title IX Coordinator of the report. In addition, if the incident involves a university employee, the Chief Human Resources Officer will be informed of the report.

An individual who has experienced an incident of Sexual Misconduct or Relationship Violence may report the incident at any time, regardless of how much time has elapsed since the incident.
occurred. USD is committed to supporting the rights of a person reporting an incident of Sexual Misconduct or Relationship Violence to make an informed choice among options and services available.

USD will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

- **Reporting to Law Enforcement**
  An incident of Sexual Misconduct or Relationship Violence can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911.

  At the Complainant’s request, USD will assist the Complainant in contacting law enforcement. If the Complainant decides to pursue the criminal process, USD will cooperate with law enforcement agencies to the extent permitted by law.

  As stated above, where the matter involves allegations of sexual assault or other criminal conduct and/or the matter involves the safety of any member of the USD community, the Department of Public Safety will notify law enforcement of a report of Sexual Misconduct or Relationship Violence. A Complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement.

- **Making an Anonymous Report**
  An individual may report an incident of Sexual Misconduct or Relationship Violence anonymously [here](#).

  An anonymous report does not require the disclosure of the name of the person making the report or the names of individuals involved, and the anonymous report may, but need not, request any particular action. Depending on the amount of information available about the incident or the individuals involved, USD’s ability to respond may be limited.

V. **Preservation of Evidence**
An individual who has experienced an act or acts of Sexual Misconduct or Relationship Violence is encouraged to take steps to preserve evidence, as doing so may be necessary to the proof of a criminal act or to obtain a protection order from the court.
The urge to change clothes or shower should be resisted. If clothing is changed, each garment should be placed in a separate paper (not plastic) bag. If the incident involves any written or electronic communications (e.g. pictures, texts, social media posts, videos, etc.), preserve copies.

Additional steps that can be taken to preserve evidence include, but are not limited to, the following:

- **Medical-Legal Evidence Collection (SART Exam)**
  A person who has experienced an incident of Sexual Misconduct or Relationship Violence (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails a police report and interaction with the police and the County’s Sexual Assault Response Team (SART) at an off-campus medical facility. Prompt collection of physical evidence through an exam is important should a person later decide to pursue criminal prosecution and/or a civil action. For more information regarding the SART exam, or if you wish to get a SART exam without reporting the incident to USD, please contact the Center for Community Solutions Hotline (888-385-4657) (www.ccssd.org/get-help/hotline).

- **Non Investigative Report (NIR)**
  A person who wishes to have physical evidence collected pursuant to an incident of Sexual Misconduct or Relationship Violence, but does not wish to have law enforcement investigate the incident, may have this evidence collected at one of the SART facilities in San Diego County. This non-investigative SART reporting process is to allow DNA and other physical evidence to be collected and stored in the event a victim decides to initiate the investigative process at a later time. This evidence may include SART kits, clothing, or other items collected, sexual assault exam report forms, and photographs. For more information regarding the NIR option, or if you wish to pursue the NIR option without reporting the incident to USD, please contact the Center for Community Solutions Hotline (888-385-4657) (www.ccssd.org/get-help/hotline).

VI. **Medical and Mental Health Treatment**
A person who has experienced or otherwise been impacted by an incident of Sexual Misconduct or Relationship Violence is urged to seek appropriate medical and/or mental health treatment as soon as possible. When the incident is reported to USD, USD will help the individual get to a safe place and seek medical attention.
The following medical treatment options are available:

- For emergency situations, contact 911 or go to the nearest hospital emergency room.
- A list of local hospitals can be found on the USD Student Health Center website at [www.sandiego.edu/healthcenter](http://www.sandiego.edu/healthcenter).
- For non-emergency situations during regular business hours, students may visit the USD Student Health Center, located in Maher Hall, Room 140, (619) 260-4595, [www.sandiego.edu/healthcenter](http://www.sandiego.edu/healthcenter). To contact a provider after regular business hours, contact the Department of Public Safety at 619-260-2222.
- For other resources offered at USD or in the San Diego community, please see Section XIV below.

VII. Protective Orders and Restraining Orders
A Complainant may seek a protective order, a restraining order, or other similar order issued by the court. At the Complainant’s request, the Department of Public Safety will assist the Complainant in making the request. Additional information is available through the Center for Community Solutions.

VIII. Accommodations, Safety Measures and Interim Measures
After a report is made and prior to a final determination, USD will implement appropriate accommodations, safety measures, and interim measures to protect the Complainant and the needs of others involved in the incident, if so requested by the Complainant or others involved in the incident and if such measures are reasonably available. The implementation of these measures typically is coordinated by or under the supervision of the Title IX Coordinator or the Dean of Students.

These measures may include, but are not limited to:

- the implementation of a USD-issued no-contact order
- academic accommodations
- residential accommodations
- transportation accommodations
- employment accommodations
- safety consultations with the Department of Public Safety
- personal protection devices
- on-campus escorts

Until the matter is resolved, and when necessary and appropriate to protect the safety and well-being of the parties involved, the Dean of Students, in consultation with the Title IX Coordinator, may limit an Alleged Offender’s
access to certain USD facilities or activities or may impose an interim suspension. Interim measures taken with respect to USD employees will be implemented in consultation with the Title IX Coordinator in a manner consistent with the university’s processes applicable to the employee.

IX. Investigation
USD will respond promptly and equitably to all reports of Sexual Misconduct or Relationship Violence to ensure the safety of the individuals involved and the USD community, in order to provide an environment that is free from gender and sex discrimination.

When a report is made, USD will initiate an investigation which typically will be conducted either by or under the supervision of the Title IX Coordinator, the Department of Public Safety, or one of their designees.

If a Complainant requests that his or her name or other identifiable information not be shared with the Alleged Offender or that USD not pursue an investigation or take any other action, USD will balance this request with its obligation to protect the Complainant and provide a safe and non-discriminatory environment for all USD community members. In these circumstances, USD will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to respond may be limited by the request for confidentiality. USD will weigh the request for confidentiality against various factors, including but not necessarily limited to the following: the seriousness of the alleged conduct, any potential threats to campus safety, the respective ages and positions of the Complainant and Alleged Offender, whether there have been other complaints against the Alleged Offender, whether the Alleged Offender has a record of any prior acts of violence, and whether the circumstances suggest there is an increased risk of future acts of sexual violence under similar circumstances. USD will seek to respect the request of the Complainant, and where it cannot do so, USD will keep the Complainant informed about USD’s chosen course of action. The Title IX Coordinator and the Dean of Students are responsible for evaluating confidentiality requests.

Upon the conclusion of the fact-finding investigation, the findings are shared with those individuals at USD who have a legitimate need to know the information in order to respond to or resolve the complaint.
X. USD Disciplinary Procedures
Complaints of Sexual Misconduct or Relationship Violence against a USD student will be addressed pursuant to the Student Conduct Procedures contained in USD’s Student Code of Rights and Responsibilities.

Complaints of Sexual Misconduct or Relationship Violence against a USD employee will be addressed pursuant to USD’s Policy Prohibiting Discrimination and Harassment and the procedures applicable to the employee. If termination of a faculty member is contemplated, applicable rules governing dismissal for serious cause will be followed.

XI. Possible Sanctions
The sanctions generally applicable to a student who is found responsible for violating USD’s Student Code of Rights and Responsibilities is found within the Sanctions section of the Code. Engaging in Sexual Misconduct or Relationship Violence is a violation of USD’s Student Code of Rights and Responsibilities and will result in the imposition of one or more such sanctions against the Alleged Offender, up to and including suspension or expulsion.

Sanctions against an employee who is found to have engaged in Sexual Misconduct or Relationship Violence may include, but are not limited to, verbal or written warnings, suspension, or termination from employment with USD. If termination of a faculty member is contemplated, applicable rules governing dismissal for serious cause will be followed.

XII. No Retaliation
USD prohibits retaliation against any person who makes a good faith complaint of an incident of Sexual Misconduct or Relationship Violence or any other person who participates in the investigation of any such complaint. Any incident of retaliation should be promptly reported to the Title IX Coordinator, the Dean of Students, the Department of Public Safety, or the Chief Human Resources Officer.

XIII. Timely Warnings
When an incident of Sexual Misconduct or Relationship Violence that is reported to USD discloses an alleged crime that constitutes an ongoing or continuing threat to the USD campus community, USD may issue a timely warning in a manner consistent with the requirements of the Clery Act and USD’s Timely Warning Policy.
XIV. On-Campus and Off-Campus Resources

Any individual who has been impacted by Sexual Misconduct or Relationship Violence is encouraged to seek appropriate help, whether or not the individual chooses to report the incident to USD. Specific on-campus and off-campus resources for counseling, health, mental health, victim advocacy, legal assistance and other services are listed below.

- USD Campus Resources
  - **CARE Advocates**, (619) 260-2222 (Public Safety Dispatch), [www.sandiego.edu/care](http://www.sandiego.edu/care)
    - Specially trained USD community members are available to support students impacted by Sexual Misconduct or Relationship Violence. CARE Advocates will help students understand reporting options, access support services, and identify concerns and accommodations. In addition, CARE Advocates will facilitate a report to the Title IX Coordinator, the Department of Public Safety and/or law enforcement.
  - **USD Counseling Center**, Serra Hall 300, (619) 260-4655 (for after hours emergencies, call (619) 260-2222)
    - Students may access confidential counseling services from licensed professionals and interns through the USD Counseling Center. See Privacy and Confidentiality, [Section III](#) above.
  - **USD Student Health Center**, Maher 140, (619) 260-4595 (for after hours emergencies, call (619) 260-2222)
    - Student Health Center professional staff members are available to provide primary health care to and promote the health and well-being of USD students.
  - **USD Center for Health and Wellness Promotion**, Hahn University Center 161, (619) 260-4618
    - The Center for Health and Wellness Promotion provides USD students with a comprehensive array of health and wellness promotion initiatives and clinical alcohol and other drug services.
  - **Title IX Coordinator**, Department of Human Resources, Maher 101, (619) 260-4594
    - The Title IX Coordinator monitors and oversees USD’s compliance with Title IX and the prevention of sex harassment and discrimination, including the coordination of education and training activities and the response to Title IX complaints.
  - **University Ministry**, University Center 238, (619) 260-4735
University ministers are available to provide support and confidential pastoral care to students in need. See Privacy and Confidentiality, Section III above.

- **Office of the Dean of Students**, University Center 232, (619) 260-4588
  - The Assistant Vice President for Student Affairs/Dean of Students or his/her designee is available to provide support to students and to facilitate the response to and resolution of any complaints made under USD’s Student Code of Rights and Responsibilities.

- **USD Department of Public Safety**, (619) 260-2222, Hughes Administration Center 144
  - The USD Department of Public Safety is responsible for a wide range of activities that contribute to the safety and security of the campus community, including but not limited to crime prevention programs, responding to reports of crimes and medical emergencies, facilitating reports made to the law enforcement, and providing other general assistance.

- **USD Women’s Center**, Student Life Pavilion 420, (619) 260-2396
  - The USD Women’s Center is a student-centered learning community that provides resources and engages women and men in educational dialogue around gender-related issues. The Women’s Center advocates for a safe, supportive campus environment that promotes equity among all voices.

- **San Diego Community Resources**
  - **Center for Community Solutions**, (858) 272-5777, [www.ccssd.org](http://www.ccssd.org)
  - The Center for Community Solutions (CCS) is an organization whose mission is to end relationship and sexual violence by being a catalyst for caring communities and social justice. CCS provides a wide range of prevention and education programs and response services for those impacted by domestic violence and sexual assault. CCS provides a 24 hour hotline and legal, victim advocacy, counseling, and shelter and transitional services.

- **San Diego Domestic Violence Hotline**, (888) 385-4657
- **San Diego Community Medical Resources**
  - See Section IV above.

- **San Diego Family Justice Center**, (866) 933-4673
Located in downtown San Diego at 1122 Broadway, Suite 200, San Diego, CA 92101, the San Diego Family Justice Center is a public safety initiative launched by the City of San Diego to assist victims of family violence.

XV. Education and Prevention
USD provides prevention and awareness programs on Sexual Misconduct and Relationship Violence to the campus community in order to create and maintain an environment that is safe and inclusive and that respects the dignity of each USD community member.

USD strongly encourages all USD community members to take reasonable and prudent actions to prevent or stop an act of Sexual Misconduct or Relationship Violence. Taking action may include direct intervention (where doing so does not present a safety risk), calling USD’s Department of Public Safety or law enforcement, or seeking assistance from a person in authority.

The University of San Diego provides educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Primary prevention and awareness programs are provided to all new employees and all incoming students.

Educational programs are provided regarding safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against a person other than such individual.

The University of San Diego also provides information on risk reduction and how to recognize warning signs of abusive behavior and how to avoid potential attacks. A listing of each of these educational programs for our students and faculty are listed below and identified by specific type of program.

- The MyStudentBody “Essentials Course” (Part 1 and 2) *(1,3)
  - The MyStudentBody on-line course, which includes a sexual assault/violence awareness, and reporting protocols, is required of all incoming first year students the summer before arriving on campus (summer 2013 and summer 2014). Additionally there is a required 60 day follow-up to the MyStudentBody course which includes a sexual assault/violence awareness follow-up module.
• **Introduction to Campus Sexual Violence Elimination Act For Students and Employees *(1, 2, 3)*
  - All new students and employees are expected to receive this online training course. The course includes:
    • Recognizing and preventing specific types of sexual violence offenses
    • Warning signs of abuse
    • Bystander intervention
    • What steps victims of sexual violence should take
    • Overview of the campus SaVE Act, Clery Act, and VAWA
    • Categories of hate crimes that need to be reported

• **Be Well @ USD Presentations *(1, 3)*
  - All incoming students are required to attend a “Be Well @ USD” session during Orientation, which provides information about sexual and relationship violence

• **Community @ USD or Be Well and Successful at USD Presentation *(1, 3)*
  - All incoming transfer students are required to attend a “Community @ USD” session during Orientation, which provides information about sexual and relationship violence

• **Third Week Check-in for Residential Students *(1, 3)*
  - All first year students are required to attend a Wellness Check-in in the Residence Halls during the third week of classes. Information provided relates to recognizing the impact of sexual violence, the importance of consent, the responsibility for bystander intervention to protect our community, and identifying CARE as a resource for those impacted by sexual violence

• **Third Week Check-ins for Commuter and Transfer Students *(1, 3)*
  - All first year commuter and transfer students are required to attend a Wellness Check-in on campus during the third week of classes. Information provided relates to recognizing the impact of sexual violence, the importance of consent, the responsibility for bystander intervention to protect our community and identifying CARE as a resource for those impacted by sexual violence

• **Staying Safe in College Presentation *(1, 3)*
  - This presentation by Student Wellness and Public Safety addresses how parents can support their students to stay safe in college. This program addresses the important role parents have in helping students make good choices regarding personal safety. USD resources, campus emergency procedures, off-campus safety, alcohol and other drug concerns, and sexual assault are addressed

• **New Law Student Orientation Brochures *(1)*
• All new Law Students received a flyer about steps to success in Law School which included information about CARE and reporting protocols

• **New Paralegal Student Orientation Brochures** *(1)*
  • All new Paralegal Students received a flyer about steps to success in Graduate School which included information about Sexual Violence/Assault, CARE and reporting protocols

• **Sexual Violence Prevention Training for Faculty with the Center for Educational Excellence (CEE)** *(1)*
  • Information about ways to support students who may or have experienced sexual or relationship violence was made available at the Center for Educational Excellence for new adjunct faculty. This is not a required event.

• **Shatter the Violence: Become an Active Bystander and Put an End to Sexual Violence event** *(2, 3)*
  • A campus-wide program/performance happens every year highlighting what consent is and how students can be an active bystander.

• **Sexual Violence: Let’s Talk About It, Let’s END It (Break Out Session)** *(2, 3)*
  • A campus-wide program/performance happens every year highlighting what consent is and how to be an active bystander. In 2013 there were 2 breakout sessions one with student athletes and one with Greek Life, to discuss Sexual Assault more specifically within these populations.

• **Delta Tau Delta Fraternity and Sexual Assault Awareness outreach** *(2, 3)*
  • The Delta Tau Delta Fraternity outreached to Wellness requesting a presentation that would help its members understand what constitutes sexual assault and sexual violence and become more aware of it on a college setting. Additionally students learned about how to be proactive bystanders when they see something in the community.

• **Sexual Assault Awareness and Student Athletes outreach** *(2, 3)*
  • The Athletic Department requests a yearly presentation for all students athletes to attend. The presentation covers sexual assault, bystander behavior, emergency protocols, crime prevention, and incident reporting.

• **GA Training** *(2)*
  • Every year new Graduate Assistants in Student Affairs are trained on the CARE Advocate program, sexual assault, bystander
behavior, emergency protocols, crime prevention, and incident reporting.

- **RA Training, Behind Closed Doors *(2, 3, 4)*
  - Training for new and returning Resident Assistants

- **PA Training *(2, 4)*
  - Training for new and returning Preceptorial Assistants

  - R.A.D. is a unique crime prevention program that focuses on women’s safety and self-defense techniques. The R.A.D. program focuses on the realistic development of self-defense options for women in situations of imminent or actual attack. The techniques taught in a R.A.D. course require no special equipment of skills, and become instinctive with repetition. R.A.D. is for women only and is open to all community members. Classes are taught continuously throughout the year. Class and contact information is available online at [www.sandiego.edu/safety/prevention/rad.php](http://www.sandiego.edu/safety/prevention/rad.php).

- **Sexual Assault Awareness Week 2013: Shatter the Silence Stop the Violence Photo Exhibit and Clothesline Project *(2, 4)*
  - Sexual Assault Awareness Week is an annual week in April that serves to raise awareness about sexual violence and the profound impact it has on the USD community, empower survivors of sexual violence, and call for an end to all forms of sexual violence.

- **Sexual Assault Awareness Week 2014: They Said No I Listened Photo Exhibit and Clothesline Project *(2, 4)*
  - Sexual Assault Awareness Week is an annual week in April that serves to raise awareness about sexual violence and the profound impact it has on the USD community, empower survivors of sexual violence, and call for an end to all forms of sexual violence.

- **Sexual Assault Awareness Week 2013 Consent: Why it Matters workshop *(2, 3)*
  - Sexual Assault Awareness Week is an annual week in April that serves to raise awareness about sexual violence and the profound impact it has on the USD community, empower survivors of sexual violence, and call for an end to all forms of sexual violence. This workshop focused specifically on consent and reporting protocols.

- **Sexual Assault Awareness Week 2014 Who are you? A dialogue about Bystander Intervention workshop *(2, 3)*
  - Sexual Assault Awareness Week is an annual week in April that serves to raise awareness about sexual violence and the profound impact it has on the USD community, empower survivors of sexual violence, and call for an end to all forms of sexual violence. This
workshop focused specifically on consent, bystander intervention and reporting protocols.

- **Sexual Assault Awareness Week 2014 Can’t Thread a Moving Needle production *(4)*
  - Sexual Assault Awareness Week is an annual week in April that serves to raise awareness about sexual violence and the profound impact it has on the USD community, empower survivors of sexual violence, and call for an end to all forms of sexual violence. Can’t Thread a Moving Needle is a compilation of real stories about college students whose lives have been impacted by sexual assault and was developed in an effort to raise awareness and put an end to sexual violence on college campuses and to promote and educate students about healthy relationships.

- **Sexual Violence Prevention Bulletin Boards *(3, 4)*
  - Sexual Violence Prevention Bulletin Boards have been put up by Resident Assistants in every Residence Hall on campus.

- **Shatter the Silence Decal *(4)*
  - Sexual Violence Decals have been put up by Resident Assistants in every Residence Hall on campus

- **Wellness Services Brochures *(4)*
  - Wellness Services brochures are distributed to offices and stakeholders throughout the entire campus community and include information about questions/support regarding sexual violence and C.A.R.E.

- **Parent and Student Guide to College Success Brochures *(1, 4)*
  - The Parent and Student Guide to College Success Brochures are mailed from Parent Relations to new families in the summer

- **Choices that Matter Brochure *(1, 4)*
  - The Choices that Matter Brochures are mailed from Parent Relations to new families in the summer

- **Campus Assault Resources Education (C.A.R.E.) *(4)*
  - Campus Assault Resources and Education (C.A.R.E.) is the University of San Diego's primary effort to provide support, resources and education to the student community pertaining to sexual assault and sexual exploitation. The C.A.R.E. website, business cards, and brochures are designed to provide USD community members with important information about support and resources available to all USD students who have been or may be impacted by sexual assault, dating and domestic violence, stalking, and sexual exploitation.
*Key:
1. Primary prevention and awareness programs for all new employees and all incoming students.
2. Educational programs that provide “safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against a person other than such individual.”
3. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.
4. A listing of our on-going prevention and awareness campaigns for students and faculty related to the crimes identified above.

Registered Sex Offender Information

The University of San Diego’s policy is to comply with the federal Campus Sex Crimes Prevention Act. This Act requires registered sex offenders to provide notice to the State “of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student...” Thus, any registered sex offenders who are currently employees, students, or carry on other vocations at USD will be required to notify the State of California of their status. In addition, such institutions of higher education are required to provide information to their campus community regarding where to obtain law enforcement information concerning such registered sex offenders (Megan’s Law sex offenders). The Office of the Attorney General of California maintains a website, www.meganslaw.ca.gov, which provides information regarding Megan’s Law and a registered sex offender locator. Please note, however, that it is illegal under California law to use any disclosed public information to commit a crime against any registrant or to engage in illegal discrimination or harassment against any registrant.

ALCOHOL, DRUG & WEAPONS POLICIES

Under various University of San Diego policies the illegal use, possession or sale of alcohol and other drugs is prohibited on campus. The University of San Diego also complies with the requirements of the Drug-Free Schools and Campuses Act and the Drug-Free Workplace Act.

The Department of Public Safety has the primary responsibility for the enforcement of alcohol and drug laws on-campus. Such laws are strictly enforced by the Department of Public Safety. Violators are subject to
University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. For information concerning what conduct is or is not prohibited, please contact Student Affairs, Dining Services or Human Resources. Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

Additional Information Regarding Alcohol

- The university expects all members twenty-one years of age or older to conduct themselves in a reasonable manner while consuming alcohol, and consuming only an amount that would keep that person within the level appropriate for maintaining a clear level of reason. Possession or consumption of alcohol is permitted only in designated areas approved by the university, and by person(s) 21 years of age or older.
- All students of the University of San Diego and their guests and visitors are subject to California State Law and the University of San Diego's alcohol policy regarding possession and consumption of alcohol.
- Possession and consumption of alcohol is permitted by persons 21 years of age or older only in private rooms within university residence halls, where at least one assigned resident is 21 years of age or older, except as noted below. Possession, consumption and storage of alcohol is prohibited in all residential common areas, e.g., lobbies, public lounges, hallways, stairwells, common bathrooms, landings, common kitchens, balconies, patios, closets or outdoor areas.
- It is a violation to be in the presence of anyone using a controlled substance (this includes alcohol if it is being consumed illegally).
- Furnishing alcohol to a person under the age of 21 years on university property or at a university-sponsored event is prohibited.
- No possession or consumption of alcohol is permitted by anyone in private residence rooms, within university residence halls where all of the assigned residents are under 21 years of age.
- No possession or consumption of alcohol is permitted in the Camino/Founders or Maher Residence Halls.
- In a room where alcohol consumption is permitted, no more than six (6) guests, 21 years of age or older, may be present while alcohol is being consumed, and no guests under 21 years of age may be present in the room while alcohol is being consumed. When alcohol is being consumed, all room doors must be closed.
• Movement between residence rooms where alcohol consumption is permitted with any type of receptacle containing alcohol is prohibited.
• Public display of intoxication while on university property or at a university-sponsored event is prohibited. Behavior on campus or at a University-sponsored event that is disruptive or destructive as the result of intoxication will subject the offender to corrective action.
• Harm to persons or damage to university property arising from the actions of intoxicated individuals on the premises of the university will be the full and sole responsibility of such individuals.
• Establishment of a private bar, storage of excessive quantities of alcohol or possession and/or use of a tap or keg is prohibited in all Residence Hall areas.
• Compliance with all requests by Residential Life or Public Safety personnel for proof of 21-year-old status is required. Failure to comply with such a request will subject an individual to serious disciplinary sanctions up to and including expulsion from the university.
• Any student who encourages another to consume alcoholic beverages or any substance as a means to induce that individual to engage in behavior that would otherwise be against that person’s will is subject to disciplinary action.
• Driving while under the influence of alcohol is prohibited.
• Under special circumstances, granted by the Vice President for Student Affairs/Dean of Students or his/her designee, in advance of a function, permission for alcohol consumption may be granted if:
  • The event is sponsored by a registered campus organization and violations of the University Alcohol Policy are the responsibility of the individual and the sponsoring organization(s) or its representatives.
  • The facility being utilized is to be scheduled through Campus Scheduling.
  • The sponsoring organization(s) and its representative(s) establish and maintain strict controls for the events and will ensure that no minors consume, are served or transport to the facility or area alcoholic beverages.
  • The event shall be considered a closed function open to the members of the sponsoring group and their invited guests only.
• Required administrative procedures will be followed and forms completed.
• The Associated Students and the Office of Student Affairs will not allocate funds to student organizations for off-campus events where alcohol is served, with the exception of instances where a proprietor with a liquor license assumes full responsibility for the selling,
dispensing and control of any alcohol available to guests or participants at the event.

- Any and all types of advertising for any event, on or off campus, must not include information that alcohol will be served. This includes public media such as *The Vista*, campus calendars, student newsletters, flyers, banners, posters or invitations. The mention of alcoholic beverages cannot be included in advertising for the event, in any manner (i.e., words or phrases).

**Alcohol in Residence Halls**

No one under 21 years of age may drink alcohol. Also, no more than six guests may be present when alcohol is being consumed. Students of legal age can consume alcohol in the following areas according to policy:

- San Buenaventura apartments
- San Antonio de Padua apartments
- Alcalá Vista apartments
- Manchester Village
- Presidio Terrace apartments
- University Terrace apartments

Compliance with all requests by Residential Life or Public Safety personnel for proof of 21 year-old status is required, and failure to comply with such a request will subject an individual to sanctions from the university.

Absolutely no alcohol consumption is permitted in the following residence halls:

- Camino Hall
- Founders Hall
- Maher Hall
- Missions A and B Halls
- Freshman floors of San Antonio de Padua apartments

**Alcohol and Other Drug Abuse Information**

The University of San Diego strives to prevent alcohol and other drug-related problems by educating students about personal and social consequences associated with the abuse of alcohol and other drugs. The Center for Health & Wellness Promotion (CHWP) is committed to advancing knowledge of alcohol and other drug related issues at USD through the
implementation of evidence-based prevention practices, programs, and services. As part of the Wellness Area, the department is committed to creating a welcoming and inclusive community characterized by opportunities for physical, social, spiritual, emotional, and cultural growth. The Center for Health and Wellness Promotion provides individual clinical consultations, group sessions, 12-step facilitation and support, and referrals. For a complete listing of student services, and to view the University’s biennial review, please visit www.sandiego.edu/chwp.

In addition, confidential counseling services are available to students through the University’s Student Wellness area which includes the Center for Health and Wellness Promotion, the Counseling Center, Disability and Learning Differences Resources Center, and the Student Health Center. Any University community member who is concerned about substance use, abuse, and/or rehabilitation, is strongly encouraged to contact his or her family physician or health plan. Employees may seek help through the University’s Employee Assistance Program. For information about the University’s Employee Assistance Program, please contact the Department of Human Resources.

Center for Health & Wellness Promotion: (619) 260-4618
Counseling Center: (619) 260-4655
Disability and Learning Differences Resource Center: (619) 260-4655
Student Health Center: (619) 260-4595
Human Resources: (619) 260-6611

Annual Notice

In compliance with the Drug-Free Schools and Campuses Act of 1989, the university will distribute annually in writing to employees and students information regarding this policy; a description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs or alcohol; a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; and a description of assistance resources available to employees or students. Please visit the following website for more information: www.sandiego.edu/chwp/documents/Part86.pdf

Weapons

Possession of weapons, i.e. fireworks, explosive devices, dirk dagger, knives (whether fixed or folding having a blade length longer than 2 1/2 inches,
unless the knife is being used lawfully in or around a residence or residential facility or for lawful use in food preparation or consumption), firearms of any type air rifles, air pistols, pellet/BB guns, paintball guns, or other devices capable of expelling a projectile with force of air pressure or spring action, any type of non-functional replica weapon, potato guns, blow guns, spear guns, sling shots, bows and arrows, swords, any other form of weapon, sporting instrument, self-defense instrument, ammunition for any purpose (live or inert) and/or any weapon possessed or used in violation of the California Penal Code are absolutely prohibited. As a private university, USD is permitted to impose a more stringent weapons policy than on public property. Please note that certain items and behaviors that are legal under California law are prohibited on the USD campus and that appropriate disciplinary action will be pursued in the event that an individual is found to have violated the USD weapons policy.

**ANNUAL DISCLOSURE OF CRIME & FIRE STATISTICS**

**Annual Security & Fire Safety Report**

All reported incidents that fall into one of the required reporting classifications will be included as a statistic in this publication, which is compiled and published by DPS on a calendar year basis pursuant to the requirements of the *Clery Act*. DPS works in cooperation with local law enforcement agencies, campus security authorities, and includes statistical information from anonymous reports submitted to DPS. Additionally, statistical information from voluntary confidential reports is also requested and provided to DPS by Counseling Center and Pastoral Care staff, though they are not required by law to provide statistics for this compliance document. All crime statistics included in this publication are also submitted by DPS on an annual basis to the Department of Education.

Statistical information for certain non-campus buildings or property, as well as public property immediately adjacent to and accessible from campus are requested and/or collected from SDPD.

By October 1 of each year, the campus community is made aware of the Annual Security & Fire Safety Report by email notification that offers a brief summary of the contents, as well as information on how to view the report via a direct link or obtain a hard copy of the report. This publication is available online [www.sandiego.edu/safety/documents/annualreport.pdf](http://www.sandiego.edu/safety/documents/annualreport.pdf) to all current and prospective students and staff, or in person at the DPS office, Hughes 150.
Reportable Crime Definitions

The following criminal offenses that the University is required to report under the *Clery Act* are defined using the FBI Uniform Crime Report (UCR), except for sex and hate crimes. Sex offenses and hate crimes are defined using the UCR-National Incident-Based Reporting System.

**Criminal Homicide:** The killing of one human being by another.
- *Murder and Non-Negligent Manslaughter:* The willful (non-negligent) killing of one human being by another.
- *Negligent Manslaughter:* Killing of another person through gross negligence.

**Forcible Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will in instances where the victim is incapable of giving consent.
- *Forcible Rape:* Carnal knowledge of a person forcibly and/or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- *Forcible Sodomy:* Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Sexual Assault with an Object:* Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Forcible Fondling:* Touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse.

- **Incest**: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Non-Forcible Statutory Rape**: Non-forcible sexual intercourse with a person who is under the age of consent. Note: If force was used or threatened, this would be classified as “Forcible Rape” regardless of the age of the victim.

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

Aggravated Assault: Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually accompanied by the use (or threat of use) of a weapon or by means likely to produce death or great bodily harm.

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

- **Burglary Unlawful Entry-No Force**: Entry by use of an unlocked door or window, including open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas where entry is someone other than the lawful tenant
- **Burglary Attempted Forcible Entry**: Forcible entry is attempted but not completed.

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

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

Arrests and Referrals for Disciplinary Action: The University is also required to report for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made): liquor law violations, drug law violations, and illegal weapons possession.

- **Liquor Law Violations**: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking

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places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Note: drunkenness and driving under the influence are not included in this definition.

- **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).

- **Weapons: Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

**Hate Crimes:** Any crime classification listed above, and also incidents involving larceny, destruction, damage or vandalism of property, intimidation and simple assault that manifest evidence of a hate crime must also be reported by category of prejudice based on the following: race, gender, religion, sexual orientation, ethnicity or disability.

**Reportable Geographic Areas**

**On-Campus Building or Property:** Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s education purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or retail vendor). Resident Halls are a subset of on-campus buildings.

**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 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 that is within the same reasonable contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.
The above map indicates the Public Safety response and patrol area along with the reporting area for on-campus crime statistics.

**CRIME STATISTICS CHART**

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<th>Offense</th>
<th>2011</th>
<th>2012</th>
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</tr>
<tr>
<td>Dating Violence</td>
<td>--</td>
<td>--</td>
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</tr>
<tr>
<td>Stalking</td>
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</tr>
<tr>
<td>Robbery</td>
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</tr>
<tr>
<td>Aggravated Assault</td>
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<tr>
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<tr>
<td>On Campus - In Residence Halls</td>
<td>2011</td>
<td>2012</td>
<td>2013</td>
</tr>
<tr>
<td>--------------------------------</td>
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<tr>
<td>Dating Violence</td>
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</tr>
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<td>Stalking</td>
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<tr>
<td>Robbery</td>
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<table>
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<td>Negligent Manslaughter</td>
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<td>Total Non-forcible Sex Offenses</td>
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<td>Domestic Violence</td>
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<td>Stalking</td>
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<tr>
<td>Robbery</td>
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<td>Aggravated Assault</td>
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<td>Burglary</td>
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<td>Motor Vehicle Theft</td>
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<td>Murder / Non-Negligent Manslaughter</td>
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<td>Total Non-forcible Sex Offenses</td>
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<tr>
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*** On Campus - In Residence Halls is a sub-category of On Campus***

57
## HATE OFFENSE STATISTICS
- There were no Hate Crimes reported for 2011
- There were no Hate Crime reported for 2012
- There were no Hate Crime reported for 2013

## ARREST & DISCIPLINARY STATISTICS CHART

<table>
<thead>
<tr>
<th>On Campus Arrests</th>
<th>2011</th>
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<tr>
<td>Liquor law violations</td>
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<td>Illegal weapons possession</td>
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<th>Disciplinary Actions /Judicial Referrals On Campus</th>
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<tr>
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<tr>
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<td>391</td>
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<td>Illegal weapons possession</td>
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<td>San Antonio de Padua</td>
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<td>Apartments</td>
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<td>(on Goshen Street)</td>
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1 Number of Injuries that Required Treatment at a Medical Facility
2 Numbers of Deaths Related to Fire
3 Value of Property Damage Caused by Fire
## FIRE SAFETY AMENITIES IN RESIDENTIAL FACILITIES

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Fire Alarm System ¹</th>
<th>Smoke Detection ²</th>
<th>Fire Extinguisher Devices ³</th>
<th>Posted Evacuation Plans &amp; Placards</th>
<th>Number of Evacuation Drills per Calendar Year</th>
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<tbody>
<tr>
<td>Alcala Vista Apts.</td>
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*Denotes residential halls that also have full sprinkler systems, defined as complete coverage of common areas and individual rooms. There are no partial sprinkler systems in USD residential facilities.

¹Fire Alarm System is defined as being connected to a control panel that is monitored 24/7 by DPS Dispatch.

²Key: C=common room; R=sleeping rooms only; X=both common and individual rooms

‡ = battery operated, stand alone smoke detectors

³Fire extinguishers devices are stored in common areas only.
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