



CLAREMONT GRADUATE UNIVERSITY
ANNUAL SECURITY AND FIRE SAFETY REPORT

2018

January 1, 2017-December 31, 2017

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From the Assistant Vice President of Campus Safety

To the Claremont Graduate University Community:

On behalf of the members of the Campus Safety Department, I want to personally thank you for your interest in our Annual Fire Safety and Security Report. The men and women of The Claremont Colleges Services (TCCS) Campus Safety Department are dedicated security professionals who are committed to making the Claremont Graduate University and all of the Claremont Colleges safe places in which to live, work, and study.

Claremont Graduate University and TCCS Campus Safety Department publish this report because it contains valuable information for our campus community. This report also complies with important provisions of the Jeanne Clery Act. Campus safety and security, and compliance with the Clery Act, continues to be a part of everyone's responsibility at The Claremont Colleges. We encourage you to review the information made available to you in this report, where you will find information about our organization including descriptions of services that we provide.

As you read this report, you will also become more familiar with our strong commitment to victims of crimes and the specific extensive services we make available to crime victims. Lastly, very important information about security policies and procedures on our campus, crime data, and crime prevention information is included.

As a significant part of our campus-oriented public safety programming, we join Claremont Graduate University in the commitment to foster a secure and supportive environment at The Claremont Colleges. Campus safety and security indeed requires a collaborative effort at The Claremont Colleges, and so we proudly partner with the many Departments at the Claremont Graduate University that have a critical role in fostering campus safety, including: the Dean of Students office, the Senior Administrators, Campus and Residential Life, Facilities Management, and other departments.

It will always remain our goal to provide the highest quality of public safety services to The Claremont Colleges community and we are honored to collaborate with each of our campuses.

Stan Skipworth

A handwritten signature in black ink that reads "Stan Skipworth". The signature is written in a cursive, flowing style.

Assistant Vice President, TCCS Campus Safety

ACCESSIBILITY TO INFORMATION AND NON-DISCRIMINATION STATEMENT

This publication is available in alternative format upon request. The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated. Students may direct all inquiries regarding the nondiscrimination policy to Quamina Carter, Dean of Students and Campus Life, Harper Hall East, Room 123.

Quamina.Carter@cgu.edu- 909-621-8965. Faculty and staff may direct inquires to Brenda Leswick, Associate Vice President, Human Resources, Harper Hall- Brenda.Leswick@cgu.edu- 909-621-8686.

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

Dean Quamina Carter at Claremont Graduate University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by Campus Safety, information provided by other Claremont Colleges and University offices such as Student Services, Housing Services, and other Campus Security Authorities as well as information provided by local law enforcement agencies surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by CGU. This report also includes institutional policies concerning campus security, such as policies regarding sexual offenses, alcohol and other drugs.

The University distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by

visiting the Dean of Students Office in Harper Hall. To view all 7C reports, please go <https://services.claremont.edu/campus-safety/safety-security-reports/>

REPORTING CRIMES AND OTHER EMERGENCIES

The University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire University community that you immediately call 911 and report all incidents to Campus Safety (909-621-8170 or 909-607-2000) to ensure an effective investigation and appropriate follow-up actions, including issuing a Timely Warning, Crime Alert or Emergency Notification.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage University community members to report crimes promptly and to participate in and support crime prevention efforts. The University community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the University or criminal justice system, we ask that you consider filing a voluntary, confidential report. We also highly recommend this method for the accurate and prompt reporting of crimes to campus police and appropriate police agencies when the victim of crime elects to or is unable to make such a report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the University to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the University may not be able to assure confidentiality, and you will be informed in those cases.

Anyone may call Campus Safety at 909-621-8170 or 909-607-2000 to report concerning information. A caller's information may remain confidential.

Reporting to Campus Safety

We encourage all members of the University community to report all crimes and other emergencies to Campus Safety in a timely manner. Campus Safety has a dispatch center that is available by phone at 909-621-8170 or 909-607-2000 or in person twenty-four hours a day at the Pendleton Business Building, 150 East Eighth Street, Claremont, CA 91711. Though there are many resources available, Campus Safety should be notified of any crime, whether or not an investigation continues, to assure the University can assess any and all security concerns and inform the community if there is a significant threat to the University community.

All crimes can be called in to the Claremont Colleges Services Office of Campus Safety at (909) 607-2000 or (909) 621-8170. Callers who wish to remain confidential should share with the Dispatcher who answered the call that they wish to keep their name private. Campus Safety Dispatch will honor that request and not press the caller for their information. However, please note that the Cisco IP Phones often times still records a phone number that Dispatch may call back if additional information is necessary. Should a Campus Safety Incident Report result from the phone call, the caller information will be written as “Jane Doe” or “John Doe”.

Emergency Phones

The University has installed a number of emergency phones throughout the campus for a direct, automatic connection to Campus Safety. Some phones have blue lights; some phones are red or orange in boxes. The Campus Safety dispatcher has the phone locations and will dispatch an officer to the location when the phone is activated, whether someone talks or not. Please visit:

<https://services.claremont.edu/emergency/>

Anonymous Reporting

If you are interested in reporting a crime anonymously, you can utilize the Campus Safety’s Silent Witness program that can be accessed through the Department’s website: https://cuc.formstack.com/forms/silent_witness_incident_report. By policy, we do not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety.

Anyone may share information anonymously through Campus Safety’s Silent Witness Form available on the Campus Safety website at https://cuc.formstack.com/forms/silent_witness_incident_report. The form provides a user the opportunity to communicate directly with

the Assistant Vice President of Campus Safety. It is not intended for reporting emergencies or crimes-in-progress. The user will submit a description of the event, date, time and location of the event. Contact information is optional. Once all pertinent information has been disclosed, the user will click the 'submit' button which in turn sends it directly to the Assistant Vice President of Campus Safety.

Students, faculty and staff can download the LiveSafe app from their mobile device for free. The app is available in the Apple app store <https://itunes.apple.com/us/app/livesafe/id653666211> and in Google Play <https://play.google.com/store/apps/details?id=com.livesafe.activities>. Once downloaded, the user will find their institution by clicking on 'Manage Organizations' in Settings. LiveSafe provides users the opportunity to do something when they see something. Users can send an email, make a phone call, and send pictures to Campus Safety in real time from the convenience of their mobile device. It also provides the user with updated information regarding: Emergency Procedures, Sexual Assault Assistance, Health and Wellness Assistance, Student Life Resources, and Local Resources. All messages sent to Campus Safety through the LiveSafe app give the user the option to send the transmission anonymously by simply clicking the box that asks the user if they wish to remain anonymous.

Reporting to Other Campus Security Authorities

While the University prefers that community members promptly report all crimes and other emergencies directly to the Campus Safety at 909-621-8170 or 909-607-2000 or 911, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as "Campus Security Authorities (CSA)." The Act defines these individuals as an "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." CSAs are trained through a module on LawRoom and have a deadline for completing the online training set by Human Resources.

The University has officially designated the following positions and departments as Campus Security Authorities for the purposes of providing the CGU community with additional ways to report crimes:

Vice President, Human Resources – 150 East Tenth Street, 909-621-8686

Assistant Director, Human Resources – 150 East Tenth Street, 909-607-7816

Director of Housing Operations – 1445 North College Avenue, 909-607-8506

Student Services – 160 East Tenth Street, 909-607-9448

Campus Safety – 150 East Eighth Street, 909-607-2000 or 909-621-8170

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by CGU and/or the Claremont Colleges to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the University encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

ABOUT THE CUC DEPARTMENT OF CAMPUS SAFETY **Role, Authority, and Training**

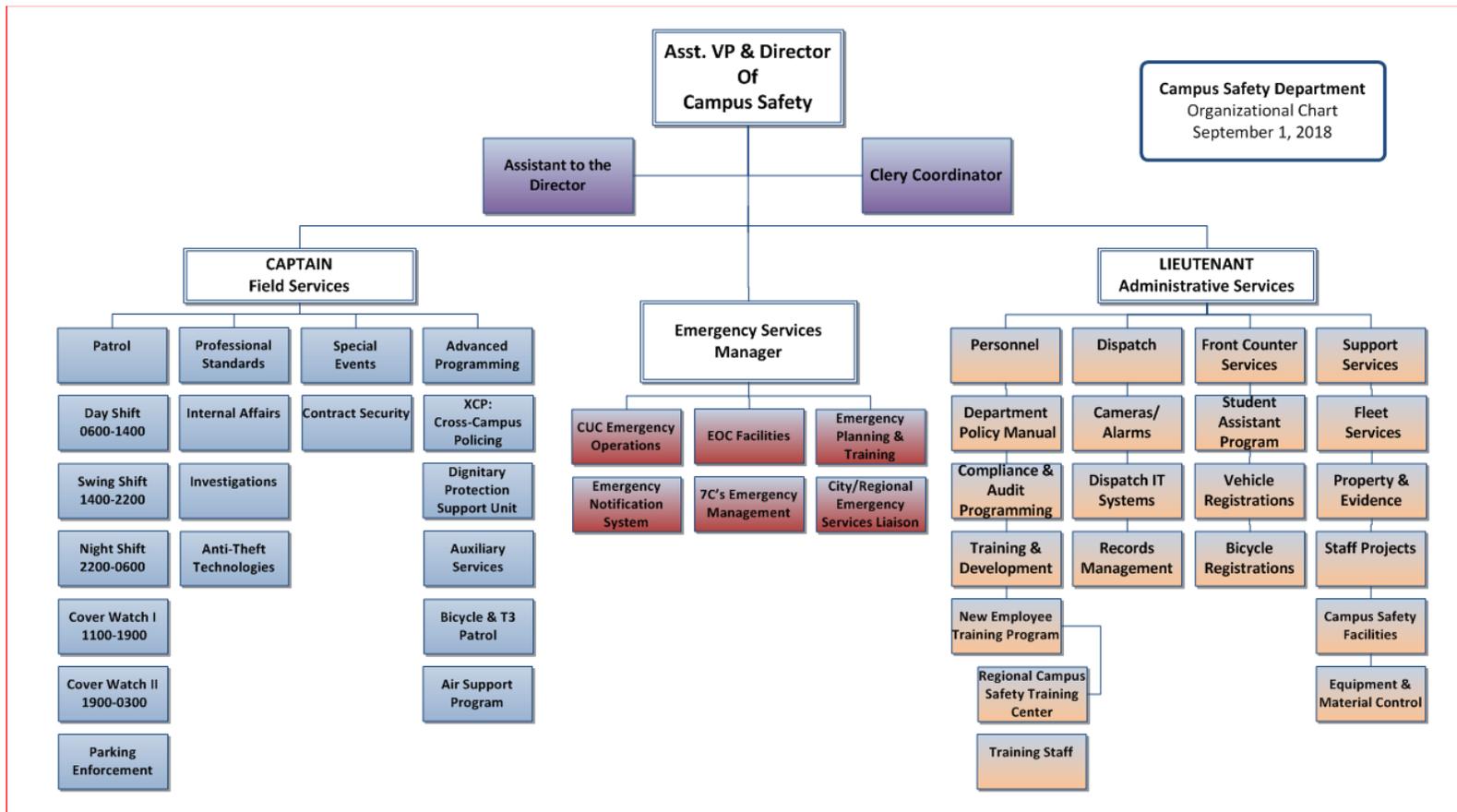
TCCS Campus Safety protects and serves The Claremont Colleges community 24 hours a day, 365 days a year. The Department is responsible for a number of campus safety and security programs that includes Emergency Management, Community Safety and Security Education, Physical Security, including security technology, Behavioral Threat Assessment, and Special Event Management.

Other specific tasks include but are not limited to the following:

- First responders to emergencies of any kind.
- Protect the persons and property of students, faculty, staff and visitors to The Claremont Colleges consortium.
- Patrol by vehicle, electric carts and on foot all campus streets, byways and interior areas.
- Apprehend criminals.

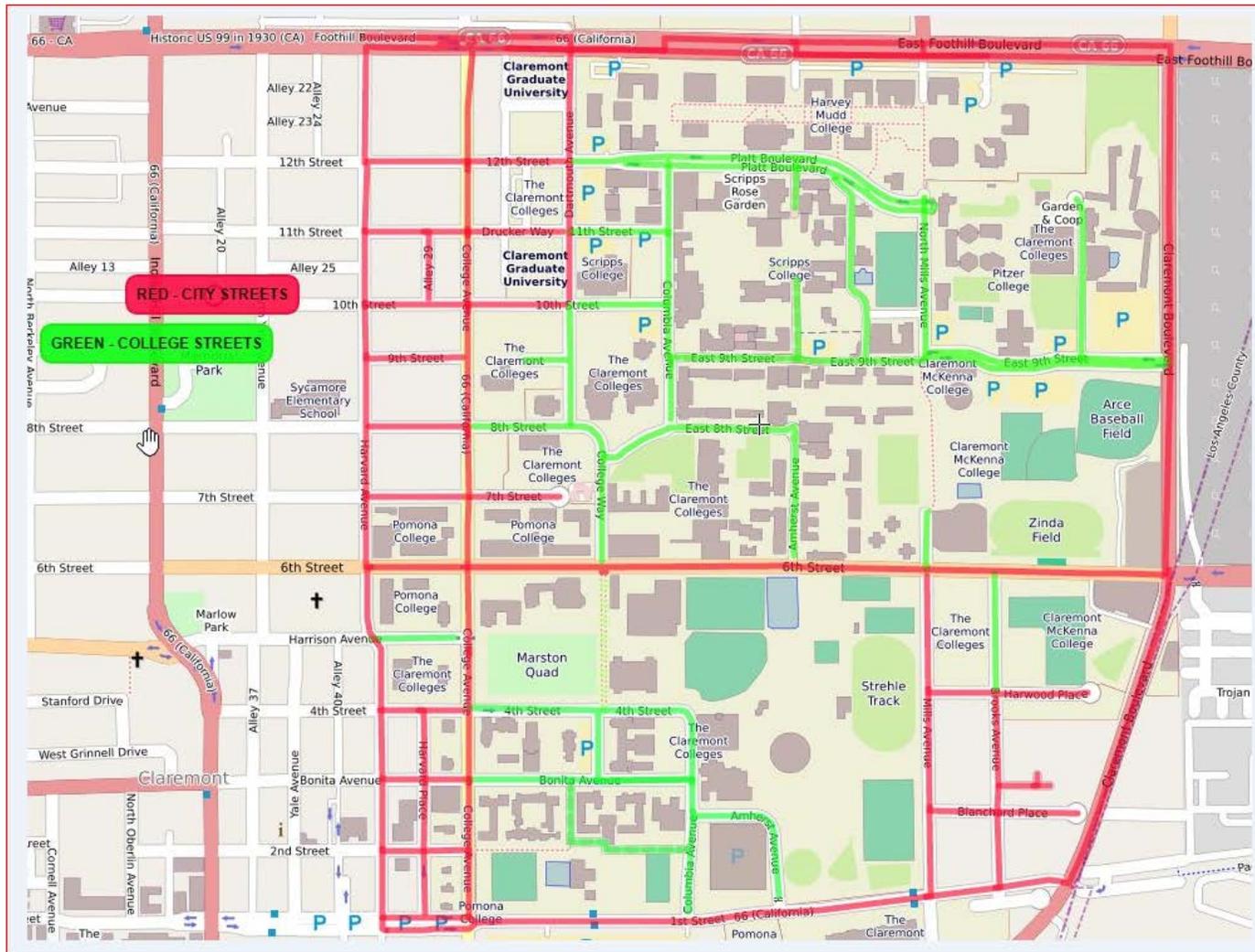
- Provide first aid until the arrival of paramedics.
- Provide security and traffic control at parties, special events and performances.
- Monitor fire alarms, intrusion alarms, theft alarms, panic alarm systems and a variety of temperature alarms campus-wide.
- Enforce traffic and parking regulations.
- Take reports of crimes and incidents and forward them to the Claremont Police Dept. for investigation.
- Provide incident reports to student deans and maintain records of crimes, incidents and reported activities for analysis purposes.
- Assist law enforcement and other emergency service providers as needed.
- Offer security survey/audit services to campus administrators.
- Provide security/crime prevention presentations to students and staff.

The Campus Safety Department is led by an Assistant Vice President, and staffed by a Captain, Lieutenant, six (6) Sergeants, a Dispatch Supervisor, eight (8) Dispatchers, 23 full-time uniformed Campus Safety Officers, , an Assistant to the Assistant Vice President, an Emergency Services Manager and a Clery Coordinator.



Campus Safety officers are unarmed and have no police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. All officers successfully complete and receive certification for the following: guard registration, Oleoresin Capsicum (Pepper Spray), First Aid and CPR. Employees undergo continuous education and training to upgrade their skills. Campus Safety is not a police department but is responsible for law enforcement, security, and emergency response protocols at TCC. Campus Safety also provides support services tailored to meet the needs of the Colleges including, high visibility patrols to prevent and detect crime, responding to suspicious activity and crime reports, as well as respond to: medical emergencies, fire and intrusion alarms, traffic accidents, parking enforcement, and enforcement of college rules and regulations.

The Claremont Colleges contain both city streets and streets owned by the Colleges. However, all streets are considered public access. The map below reflects the streets that are owned by the City of Claremont and those owned and controlled by The Claremont Colleges.



Working Relationship with Local, State, and Federal Law Enforcement Agencies

TCCS Campus Safety works closely and cooperatively with the City of Claremont Police Department, and we maintain a Memorandum of Understanding with our local law enforcement agency to ensure effective operational roles and responsibilities. The police are notified immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate for the situation. As appropriate, and in accordance with Uniform Crime Reports (UCR) standards, crime reports initiated by Campus Safety may be forwarded to the police for investigation and mandated reporting. An MOU will be maintained on file at all times pursuant to the Kristen Smart Act.

In addition, Campus Safety staff assists local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus.

Crimes Involving Student Organizations at Off-Campus Locations

CGU relies on its close working relationships with local law enforcement agencies to receive information about incidents involving CGU students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, the Campus Safety will actively investigate certain crimes occurring on or near campus. If Campus Safety learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Dean of Students Office, as appropriate.

The University requires all recognized student organizations to abide by federal, state, and local laws, and University regulations. The University currently does not have recognized off-campus organizations.

TIMELY WARNING REPORTS

A Timely Warning Notice will be issued in the event that CGU or the Campus Safety receives notice of an alleged Clery Act reportable crime (identified below) occurring on campus, on public property within or immediately adjacent to CGU, or in or on non-campus buildings or property controlled by CGU, where the University determines, in its judgment, that the allegations present a serious or continuing threat to the CGU community. For purposes of this policy, “timely” means as soon as reasonably practicable, after an incident has been

reported to: Campus Safety, one of the *Campus Security Authorities* (CSAs) identified, or a local police agency. The Assistant Vice President of Campus Safety or in his/her absence or unavailability, his/her designee (generally the Captain, Lieutenant or on-duty Watch Commander), and the Dean on-call are responsible for determining whether to issue a Timely Warning Notice.

Whether to issue a Timely Warning Notice is determined on a case-by-case basis for Clery Act reportable crimes: arson, murder and non-negligent manslaughter, burglary, robbery, sex offenses, aggravated assault, motor vehicle theft, domestic violence, dating violence, stalking, arrests and referrals for drug, liquor and weapons law violations and hate crimes, as defined by the Clery Act.¹ Alert Bulletins may be issued for other crimes as determined necessary by the Assistant Vice President of Campus Safety, and the Dean on-call. CGU and Campus Safety will issue a Timely Warning Notice even if insufficient information is available if it is likely that there is an ongoing threat to the community.

The above individuals determine if an alert should be sent and are the senders of the notices. In determining whether to issue a Timely Warning Notice, the responsible individuals described above will consider any factors reflecting on whether the reported crime represents a serious or continuing threat to the CGU community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) the continuing danger to the CGU community; (d) the amount of information known by CGU and TCCS Campus Safety; and (e) when it was reported (as incidents reported more than 10 days after the fact will generally not result in a Timely Warning Notice unless the other factors weigh in favor of sending a Notice). CGU will follow its Emergency Notification procedures upon the confirmation of a significant emergency or dangerous situation (including a Clery reportable crime), involving an immediate threat to the health or safety of students or employees occurring at CGU.

¹ A hate crime is a criminal offense of murder and non-negligent murder, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, domestic violence, dating violence, or stalking incidents, where the criminal offense was committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation or ethnicity/national origin.

A Timely Warning Notice Decision Matrix/Timely Warning Notice Determination Form will be used in the decision making process to document the decision to alert or not to alert the community. Once completed, the form and any and all information related to the decision will be maintained by CGU for a seven year period.

Timely Warning Notices will be distributed via University email. A multi-modal integrated communications system for mass notifications is used to notify students and employees by way of e-mail, text messages and phone depending on whether a Timely Warning Notification, Alert Bulletin or Emergency Notification is needed. The particular circumstances will determine the method of notification. Generally, Timely Warning Notifications will occur through the e-mail system to all CGU students and employees.

The Timely Warning Notice will typically include, to the extent known, the date, time and nature of the offense, a brief overview of its particular circumstances, a physical description of the actor(s), law enforcement's immediate actions, a request and method for witnesses to contact local law enforcement and where applicable and appropriate, cautionary advice that would promote safety. In **no instance** will a Timely Warning Notice include the name of the victim or other identifying information about the victim. In developing the content of the Timely Warning Notice, TCCS Campus Safety will take all reasonable efforts not to compromise on-going law enforcement efforts. Campus Safety will document and retain the justification for determining whether to issue a Timely Warning Notice for a seven year period.

Anyone with information about a serious crime or incident is encouraged to report the circumstances to Campus Safety by phone at 909-607-2000 or from campus phones at ext. 72000 and in person at 150 E. Eighth Street, Claremont, CA 91711. If a report is made to another CGU official, that official will immediately notify Campus Safety.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at CGU

The Office of Enterprise Risk Management is responsible for the University's emergency management plan. This plan is designed to be an all-hazards disaster response and emergency management plan.

Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency
- Coordination with university departments to write, maintain, test, and exercise the emergency management plan.
- Cooperation, Integration, and Mutual Aid with local, state and federal planning, response, and public safety agencies and their CEMPs.

A summary of the University's emergency response procedures is located at

<https://cgu.policystat.com/policy/1431971/latest/>

Drills, Exercises and Training

Annually, the University conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year-to-year, and include several departments from across the campus.

To ensure the University's emergency management plans remain current and actionable, the University will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The University conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, the University will notify the community of the exercise and remind the community of the information included in the University's publicly available information regarding emergency response procedures (<https://cgu.policystat.com/policy/1431971/latest/>)

Emergency Notification

This policy statement summarizes CGU's emergency response and evacuation procedures, including protocols for sending Emergency Notifications. An Emergency Notification will be issued in the event that CGU or the Campus Safety receives notice of a situation that presents a significant emergency or dangerous situation at CGU or in the local area affecting the health and/or safety of CGU's community, in whole or in part. Claremont Graduate University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system after an incident has been reported to: Campus Safety, one of the *Campus Security Authorities* (CSAs) identified, or a local police agency. The Assistant Vice President of Campus Safety or in his/her absence or unavailability, his/her designee (generally the Captain, Lieutenant or on-duty Watch Commander), and the Dean on-call are responsible for determining whether to issue an Emergency Notification.

The Public Information Officer, after reporting to the CGU Emergency Operations Center, will proceed to the Multi Agency Command Center (MACC) at the Physical Plant. They will be responsible for all communications between CGU and the MACC. All communications between the outside (fire department, police, Red Cross, governmental agencies, media, etc.) and CGU will be handled through the MACC.

Emergency Response Plans

CGU has safety committee that is responsible for the overall direction and planning for emergency situations on its campus or those that occur in the local or regional area affecting CGU. Under the direction of its Assistant Vice President for Finance and Administration/Sponsored Research Accounting and Risk Management, CGU has developed Emergency Response Plans. To ensure these plans remain current and actionable, CGU conducts emergency management exercises, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. After-action reviews of all emergency management exercises are used to document the exercise.

In conjunction with at least one emergency management exercise each year, CGU will notify its community of the exercise(s) and remind the community of the information included in CGU's publicly available information regarding Emergency Response Procedures.

Emergency Notification System:

CGU is committed to ensuring the University community receives timely, accurate, and useful information in the event of an Emergency. To support this commitment, CGU has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation. The system used by CGU to integrate the mass notification process consisting of e-mail, text messaging, and telephones is Everbridge.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

Campus Safety and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the CGU community. Generally, campus first responders become aware of these situations when they are reported to the Campus Safety Dispatch or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an Emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the CGU community, the first responders will notify Campus Safety or other authorized CGU staff to issue an Emergency Notification.

- Authorized representatives, including supervisors in Campus Safety, individuals assigned to Enterprise Risk Management, representatives of the Office of Communications, will immediately initiate all or some portions of the emergency notification system. If, in the professional judgment of first responders, issuing an Emergency Notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, CGU may elect to delay issuing an Emergency Notification. As soon as the condition that may compromise efforts is no longer present, CGU will issue the Emergency Notification to the CGU community or applicable segment of the community.

Determining the Appropriate Segment or Segments of the CGU Community to Receive an Emergency Notification:

CGU staff and local first responders on the scene of an emergency will assist those preparing the Emergency Notification with determining what segment or segments of the CGU community should receive the notification. Generally, the CGU community members

in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the Emergency Notification first. CGU may issue subsequent notifications to a wider group of community members. In addition to the Emergency Notification that may be issued via the Everbridge mass notification system, CGU will also post applicable messages about the dangerous condition on their respective homepages to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of or the entire campus, CGU officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification:

The office responsible for issuing the Emergency Notification (usually Campus Safety) will determine the content of the notification. Campus Safety has developed a wide range of template messages addressing several different emergency situations. The communications officers (or others issuing the Emergency Notification) will select the template message most appropriate to the situation and, in accordance with the following guidelines, modify it to address the specific Emergency. Those issuing the notification will use the following guidelines when determining the contents of the emergency message.

1. The first message is intended to **Alert** the appropriate segment of TCC community of the Emergency and the actions they should take to safeguard their and their neighbor's safety. Examples include:
2. The second message is intended to **Inform** the appropriate segment of TCC community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation.
3. Finally, the third message is the **Reassure** notice that is generally distributed once the situation is nearly or completely resolved. The purpose of this message is to reassure TCC community that TCC or the college is working diligently to resolve or has resolved the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available.

Procedures Used to Notify TCC Community:

In the event of an Emergency, CGU has various systems in place for quickly communicating information. Emergency Notifications will be

distributed via University email. A multi-modal integrated communications system for mass notifications is used to notify students and employees by way of e-mail, text messages and phone depending on the severity of the emergency situation. The particular circumstances will determine the method of notification. Some or all of these communication methods may be activated in the event an Emergency Notification needs to be sent to all or a segment of the CGU community. These methods of communication include the mass notification system Everbridge, and CGU's email system. CGU will post updates on its homepage during a critical incident. Individuals may also call the Campus Safety emergency line 909-607-2000.

SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES

On the CGU campus, administrative buildings are open from 8:00 a.m. until 5:00 p.m., Monday through Friday, and academic buildings generally are open from 7:00 a.m. until 11:00 p.m. Academic and administrative buildings are opened by Facilities staff at 7:00 a.m. and are locked by Housekeeping staff at 11:00 p.m. Campus Safety does routine checks of doors after hours to ensure they are secured. Academic buildings are scheduled to be open on weekends only as needed. The Academic Computing Building (ACB) is accessible 24-hours a day, but only accessible via card access after-hours. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access. Only those who have demonstrated a need are issued keys to a building. Students, faculty, and staff are encouraged to carry their University Identification (ID) when on campus.

Special Considerations for On-Campus Housing Access

At the CGU Apartments, all units are locked and accessible only by residents with a key. Keys can only be attained from the Housing Services office. Staff members of Housing Services, known as Community Assistants (CAs), are responsible for doing daily walk-thrus of the complex. As part of the walk-thru, one of the duties of a CA is to identify any issues with accessing a unit or common area space, as well as closing the gates leading to the interior of the complex. The CA is expected to note any issue(s) with access in his/her duty log that is submitted to the appropriate Housing Services staff members no more than three hours after the conclusion of the CA's shift. Any access issue noted in the duty log is forwarded to the appropriate department/area for resolution. All residents are responsible for locking doors and windows of his/her room and/or apartment.

Only residents and their invited guests are permitted in the living areas of the residential unit. It is the resident's responsibility to ensure that his/her guests are aware of the University policies as well as the policies of the CGU Apartments. Guests are not provided with keys to any unit or bedroom. It is the responsibility of residents to report unescorted persons or suspicious persons to Housing Services staff or Campus Safety. It is the responsibility of Housing Services staff and Campus Safety to respond to such reports in an effort to identify the person in question, or provide support to the other entity as needed. Campus Safety officers spend a portion of their time patrolling in and around the CGU Apartments complex. The CGU Apartments are staffed 24 hours per day. Business hours for the Housing Services office are from 8:30a.m. to 5:00 p.m. After hours, five (5) CAs are available to assist residents with any issue or concern that may arise when the Housing Services office is closed. One of the five (5) RAs is on call and serves as a first-responder, and the four remaining CAs can support the on-call RA if a situation or incident warrants, and as those four remaining CAs are available during that situation or incident. Campus Safety provides support to the on-call CA as needed, but specifically during times of emergency or for incidents/issues of a serious nature. At times, Campus Safety may serve in a first-responder role for the CGU Apartments during University holiday closures or break periods. Additionally, the on-call CA is backed-up by a Housing Services staff member. The Housing Services staff member is available at all times when a CA is on call, and provides guidance and/or on-site assistance as needed, appropriate, or required. Additionally, Campus Safety personnel also conduct regular checks of the complex throughout the day.

Security Considerations for the Maintenance of Campus Facilities

CGU is committed to campus safety and security. At the University, locks, landscaping and outdoor lighting are designed for safety and security. Campus Safety, located directly across the street, routinely walks through campus and makes note of outdoor lighting that needs repair, which in turn is documented and submitted to Facilities as a Word Order for repair. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building; with building entrances also being illuminated to aid in safe access to and egress from buildings. Some University buildings, as well as the first floor area of the CGU Apartments, are equipped with video surveillance equipment in an effort to enhance security measures.

We encourage community members to promptly report any security concern, including concerns about locking mechanisms, lighting, or landscaping to the University Facilities Department or Campus Safety.

CGU'S RESPONSE TO SEXUAL AND GENDER VIOLENCE

Introduction

Claremont Graduate University is committed to providing a safe learning and working environment and, in compliance with federal law, has adopted policies and procedures to prevent and respond to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all students, faculty, staff, contractors and visitors. In accordance with state and federal law, Claremont Graduate University (hereafter referred to as "CGU" or "University") seeks to maintain an environment of mutual respect among all members of its community. All forms of sexual misconduct (specifically, sexual assault, stalking, sexual exploitation, sexual harassment, and gender-based discrimination), and/or any other prohibited conduct (such as intimate partner violence, hazing, retaliation, and false accusations) destroy the foundation for such respect and violate the sense of community vital to the University's educational enterprise.

Reporting an Incident

If a student, employee or visitor has been the survivor of an incident of sexual violence they should immediately report it to Campus Safety at 150 East Eighth Street, Claremont, CA 91711 or 909-607-2000. In the case of an emergency or ongoing threat, if possible, get to a safe location and please report the incident by calling 911. Local police may be contacted at 909-399-5411, or by walk-in at 570 W. Bonita Avenue, Claremont, CA 91711.

Students may also report to the Dean of Students and Campus Life at 909-621-8965 or by walk-in at 160 East Tenth Street, Claremont, CA 91711. Employees may also report to Human Resources at 909-607-7816 and 909-621-8686 or by walk-in at 150 East Tenth Street, Claremont, CA 91711. CGU officials will assist any survivor in notifying law enforcement, including local police, should that be his/her choice. Survivors are also entitled not to report to law enforcement. Any student or employee who reports an incident of sexual violence, whether the offense occurred on or off campus, shall receive a written explanation of their rights and options.

The Title IX Coordinator will provide the **Complainant** their rights and options that include, but are not limited to:

- providing the Complainant with information about on- and off-campus resources, including counseling and mental health services (e.g., Empower Center and Monsour Counseling and Psychological Services (MCAPS)), victim advocacy (e.g., Project Sister, CGU Advocates), student financial aid options, and visa and immigration assistance, as appropriate. Employees receive a pamphlet from Human Resources that provides the myriad of options through the Optum Health Employee Assistance Program (EAP);
- the right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus officials in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the Complainant's desire;
- the right to be treated with respect, dignity, and sensitivity throughout the process;
- the right to have reports of sexual misconduct responded to promptly and with sensitivity by campus law enforcement and other campus officials;
- the right to be provided a prompt, fair, and impartial investigation and resolution;
- the right to obtain a "no-contact" order when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
- the right to file a complaint through the applicable complaint resolution process;
- the right to receive an explanation of the complaint resolution process related to sexual misconduct, harassment, and discrimination;
- the right to receive an explanation of the preponderance of the evidence standard of proof used to resolve the complaint ("more likely than not");
- the right to have a support person/advocate/advisor present in any and all phases of the investigation and resolution proceedings;
- the right not to be pressured to mediate or otherwise informally resolve any reported misconduct;
- the right not to be discouraged by University officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
- the right to receive an explanation of the possible sanctions against Respondents;

- the right to have reports heard by hearing and appeals officers who have received (at least 8 hours of) annual sexual misconduct training;
- the right to petition any member of the conduct body be recused on the basis of demonstrated bias;
- the right to a panel comprised of both genders;
- the right to be notified, in writing, of the case resolution, including the outcome of any appeal; and
- the right to challenge the appointment of the Investigator, or request an alternate Vice President as a Sanctioning Officer, if a conflict of interest is present.

The Title IX Coordinator will provide the **Respondent** their rights and options that include, but are not limited to:

- the right to on- and off-campus resources for medical, health, counseling, and advisory services (e.g., the Empower Center and Monsour Counseling and Psychological Services (MCAPS)), student financial aid options, and visa and immigration assistance, as appropriate;
- the right to be treated with respect, dignity, and sensitivity throughout the process;
- the right to participate, or decline to participate, in any investigation and hearing;
- the right to be provided a prompt, fair and impartial investigation and resolution;
- the right to discuss with the Respondent the range of interim measures and remedies, including options for no-contact orders, academic, transportation, and working situations;
- the right to receive an explanation of the internal complaint resolution process and the preponderance of the evidence standard of proof used to resolve the complaint (“more likely than not”)
- the right to have a support person/advocate/advisor present in any and all meetings and hearings;
- the right to have reports heard by hearing and appeals officers who have received (at least 8 hours of) annual sexual misconduct training;
- the right to petition any member of the conduct body be recused on the basis of demonstrated bias;
- the right to a panel comprised of both genders;

- the right to receive an explanation of the possible sanctions against Respondents
- the right to be notified, in writing, of the case resolution, including the outcome of any appeal; and
- the right to challenge the appointment of the Investigator, or request an alternate Vice President as a Sanctioning Officer, if a conflict of interest is present.

California Definition of Sexual Assault §243.4

Sexual assault is “the touching of another person’s intimate body part without that person’s legal consent” .

California Definition of Domestic Violence §243(e)

Domestic violence is “when a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant’s child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship.

California Definition of Dating Violence

According to California Law 42 USCS § 13925(8), dating violence means “violence committed by a person who is or has been in a romantic or intimate relationship with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) The length of the relationship, (2) The type of relationship, (3) The frequency of interaction between the persons involved in the relationship.

California Definition of Stalking §646.9

Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

Procedures Survivors Should Follow

If an incident of sexual assault, domestic violence, dating violence or stalking occurs it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. By preserving the evidence described above, it may be helpful in obtaining a Protective

Order, also called Restraining Orders. The survivor of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented through the preservation of photographic evidence. Evidence of stalking, including any communication such as written notes, voice mail or other electronic communications, should be saved and not altered in any way.

Highly trained professional Sexual Assault Response Teams operate out of both Pomona Valley Hospital Medical Center as well as San Antonio Medical Center. Survivors can receive a forensic exam at either location. By calling Project Sister first, survivors can have Project Sister staff make the arrangements with the hospital and meet the survivor at the hospital for additional support.

Pomona Valley Hospital Medical Center
1798 N. Garey Ave.
Pomona, CA 91767
<https://www.pvhmc.org/>

San Antonio Regional Hospital
999 San Bernardino Road
Upland, CA 91786
<https://www.sarh.org/>

Due to the complex nature of Sexual Misconduct, an individual who has been a victim of sexual assault, stalking, sexual exploitation, and/or sexual harassment may need support and assistance in obtaining one or more of the following:

- No-contact orders
- Counseling support (e.g., Monsour Counseling and Psychological Services)
- Change in academic schedule
- The imposition of an interim suspension on the alleged perpetrator

On and Off Campus Resources

Both Claremont Graduate University and the city of Claremont offer other important resources to the survivors of sexual violence that they may wish to utilize. Such resources include: medical treatment, counseling, and advocacy. Project Sister Family Services (PSFS),

the local assistance agency for survivors of sexual assault and abuse, is available to assist any student or employee. PSFS will help survivors consider their options and navigate through any resources or recourse they elect to pursue. A survivor of sexual assault or abuse does not need to make a formal report to law enforcement or Claremont Graduate University to access these resources that include the following:

Monsour Counseling and Psychological Services – 757 College Way (Tranquada Student Services Center), Claremont, CA 91711, 909-621-8202

Student Health Services – 757 College Way (Tranquada Student Services Center), Claremont, CA 91711, 909-621-8222

Dean of Students and Campus Life – 160 East Tenth Street, Claremont, CA, 909-621-8965

Project Sister Family Services – 363 South Park Avenue, Pomona, CA 91766, 909-626-4357

McAlister Center for Religious Activities – 9191 North Columbia Avenue, Claremont, CA 91711, 909-621-8685

Department of Campus Safety for The Claremont Colleges

909-607-2000 (emergency)

909-621-8170

150 E. 8th Street

Claremont, CA 91711

<http://www.cuc.claremont.edu/campussafety>

EmPOWER Center

909-607-2689

1030 Dartmouth Ave.

Claremont, CA 91711

<http://7csexualmisconductresources.claremont.edu/empower-center/>

RAINN National Sexual Assault Crisis Hotline

800-656-HOPE (800-656-4673)

<http://www.rainn.org/get-help/national-sexual-assault-hotline>

RAINN, the national sexual assault crisis hotline is a clearinghouse for local crisis hotlines. When a caller calls the hotline, a computer notes the area code and first three digits of the caller's phone number. The call is then instantaneously connected to the nearest RAINN member center. If all counselors at that center are busy, the call is sent to the next closest center. The caller's phone number is not retained, so the call is anonymous and confidential unless the caller chooses to share personally-identifying information.

Child Abuse:

Los Angeles County Child Protective Services Hotline

800-540-4000 (within California)

213-639-4500 (outside of California)

800-272-6699 (TDD)

Childhelp National Child Abuse Hotline

800-4-A-Child (800-422-4453)

<http://www.childhelp.org/pages/hotline-home>

The Childhelp, a national child abuse hotline, is dedicated to the prevention of child abuse. Serving the United States, its territories, and Canada, the Hotline is staffed 24/7 with professional crisis counselors who, through interpreters, can provide assistance in 170 languages. The Hotline offers crisis intervention, information, literature, and referrals to thousands of emergency, social service, and support resources. All calls are anonymous and confidential.

Domestic and Dating Violence

House of Ruth

877-988-5559 (toll-free hotline)

909-623-4364 (Pomona Outreach Office)

<http://houseofruthinc.org/home>

The House of Ruth provides advocacy and assistance to women and children affected by domestic violence by providing culturally competent shelter, programs, opportunities, and education. Participation in House of Ruth programming is open to all battered women and children. Many of House of Ruth's services are available in both Spanish and English and are free of charge.

National Domestic Violence Hotline

800-799-SAFE (7233)

800-787-3224 (TTY)

<http://www.thehotline.org>

The Hotline, a national domestic violence hotline, provides 24/7 help to survivors and anyone calling on their behalf through crisis intervention, safety planning, information, and referrals to agencies in all 50 states, Puerto Rico and the U.S. Virgin Islands. Assistance is available in English and Spanish with access to more than 170 languages through interpreter services.

Love Is Respect – National Dating Abuse Hotline

866-331-9474

<http://www.loveisrespect.org/>

The Love Is Respect, a national dating abuse hotline, is 24/7 phone service which connects teens and young adults to peer advocates who are trained to offer education, resource information, support, and advocacy to those involved in dating abuse relationships as well as concerned friends, siblings, parents, teachers, law enforcement members and service providers. All conversations are confidential and anonymous. You will not be asked for your name or contact information, but you may be asked for your age and city in order to find local resources for you.

Accommodations

Whether or not a student or employee reports to law enforcement and/or pursues any formal action, if they should report an incident of sexual violence, CGU is committed to providing them as safe a learning or working environment as possible. Accommodations and/or protective measures are available if the victim requests them and if they are reasonably available. Upon request, CGU will make any reasonable change to a survivor's academic, living, transportation, and or working situation. CGU will maintain as confidential, any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality will not impair the ability of CGU to provide accommodations and/or protective measures. Students may contact the Dean of Students and Campus Life at 909-621-8965, or by walk-in at 160 East Tenth Street, Claremont, CA 91711 for assistance. Employees may contact Human Resources at 909-621-8686 or (909) 621-607-7816 by walk-in at 150 East Tenth Street, Claremont, CA 91711 for assistance.

If a survivor reports to law enforcement, that group may assist them in obtaining a restraining order from a criminal court. CGU is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. CGU is also committed to protecting survivors from any further harm, and the local criminal court may issue a temporary restraining order pending the outcome of any conduct proceeding. Students who wish to have assistance in reporting to Claremont Police Department may be assisted by the Dean of Students, Quamina Carter at (909) 621-8965, or Claremont Graduate University Advocates for Survivors of Sexual Violence (CGU Advocates) by emailing advocates@cgu.edu. Students may also contact The Claremont Colleges Services Campus Safety at (909) 621-8170 or come to the office at 150 E. Eighth St., Claremont, CA 91711 and Campus Safety will ask the Claremont Police Department to meet you here in our private conference room.

The EmPower Center, The Claremont College's Sexual Assault Prevention Resource Center shares in writing on their website: In cases involving potential criminal misconduct, individuals are encouraged to file a report with the police department that has jurisdiction over the location where the incident occurred. If the conduct is reported to one of the colleges, the college will inform the individual of their right to file a police report and will provide assistance in doing so if the individual wishes for assistance. In cases where the complainant is under the age of 18, the college may notify the police and will cooperate as appropriate with any external investigation. For more information, contact your Title IX Coordinator or Campus Safety.

Survivor Confidentiality

CGU recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. Different officials on campus are, however, able to offer varying levels of privacy protection to survivors. Reports made to law enforcement, including if criminal prosecution is pursued, may be made public and shared with the accused. Reports made to CGU officials will be kept confidential, and identifying information about the survivor shall not be made public. Reports made to medical professionals, licensed mental health counselors, and pastoral counselors or clergy will not be shared with third parties except in cases of imminent danger to the survivor or a third party. CGU does not divulge any personally identifiable information in all publically available records relating to dating violence, domestic violence, sexual assault and stalking.

Education Programs

CGU is committed to increasing the awareness and prevention of sexual violence. CGU strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. This commitment is reflected through various programs throughout the academic year. Through the University's Orientation program, incoming students are given access to counseling resources that can assist with issues such as rape prevention, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. Additionally, the University, through its collaboration with student clubs and organizations, has provided self-defense training. Student Organization Officers, Community Assistant's, Student Services Student Employees and Administrative Supervisors are required to complete EverFi / Lawroom modules on Sexual Harassment and Title IX. Students receive Dean Of Students messages regarding resources. Advocates and the Dean Of Students provide outreach related to Domestic Violence and Sexual Assault. Finally, the University provided Responsible Employee training to certain members of the staff and faculty.

Conduct Proceedings

CGU strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students, employees and other affiliates may also face disciplinary action by the University. Individuals found responsible for having committed such a violation face permanent expulsion, termination of employment, suspension, probation, and any other sanction deemed appropriate for the violation. Incidents involving accused students, staff, and faculty will be handled by the Dean of Students and Campus Life, who serves as the University's Title IX Coordinator. The following outlines the Initial Grievance Process and Procedures for Reports of Prohibited Conduct

INITIAL GRIEVANCE PROCESS AND PROCEDURES FOR REPORTS OF PROHIBITED CONDUCT

Notice of a report may be made in person, by phone, via email, or in writing to the Title IX Coordinator or to any other campus contact listed under "Reporting Options."

While there is no time limit for reporting, reports of Prohibited Conduct should be brought forward as soon as possible; all incidents should be reported even if significant time has elapsed but prompt reporting will better enable the University to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate.

The Title IX Coordinator does not favor Complainants over Respondents or Respondents over Complainants. The Title IX Coordinator does not promote the College's interests other than its interest in gender equity as evidenced in this Policy and provided by law. The Title IX Coordinator's primary jobs are to administer the procedures in this Policy in order (i) to make appropriate resources available to persons who have experienced sexual misconduct, and (ii) to provide equitable and prompt resolution.

Although a report may come in through many sources, CGU is committed to ensuring that all reports of sexual misconduct are referred to the Title IX Coordinator, which ensures consistent application of this Policy and Procedures.

Truthfulness

All participants in the Grievance Process are expected to cooperate fully and provide the truth in all matters related to this Grievance Process.

Intake and Initial Review of a Report

As soon as practicable after receiving a report, the Title IX Coordinator will make an initial assessment of the report to determine whether (i) the report, on its face, alleges an act of Prohibited Conduct; and (ii) such conduct has a sufficient link with the University for CGU to intervene.

The first step of the Initial Review will typically include an initial meeting between the Complainant and the Title IX Coordinator. The purpose of the meeting is to gain a basic understanding of the nature and circumstances of the report; it is not intended to be a full investigation interview. At this meeting, the Complainant will be provided with information about resources, their rights, procedural options, and interim remedies. The Title IX Coordinator will make use of an intake and initial review checklist. A sample of the checklist and the Complainant's rights and options are set forth in Appendix D.

Based on the Initial Review, the Title IX Coordinator will select whether (i) no resolution process is appropriate, either due to the Complainant requesting not to proceed or due to the Complainant not raising any possible violation of Policy, (ii) an Informal Resolution process is appropriate, or (iii) a Formal Resolution process is appropriate.

The Title IX Coordinator will consider the interest of the Complainant and the Complainant's expressed preference for the manner of resolution. If the Complainant decides not to proceed, this request will be balanced with community safety.

In most cases, CGU is able to honor the Complainant's wishes; however, the University has the discretion to take interim measures and/or pursue an investigation to ensure campus safety. The Title IX Coordinator will document each report, conversation, and/or request for assistance. These records will be kept confidential to the extent permitted by law.

Respondent Meeting (if applicable)

If an Informal or Formal Resolution process has been deemed appropriate, the Title IX Coordinator will meet with the Respondent, review the incident, provide notice of investigation (if applicable), provide support services, review response options, discuss any action(s) (including any interim protective measures) that will directly impact the Respondent, and provide appropriate opportunities for the Respondent to respond to such action(s). A sample checklist of Respondent rights and options that the Title IX Coordinator will go over, which may be modified from time to time, is set forth in Appendix D. The Title IX Coordinator will document each report, conversation, and/or request for assistance. These records will be kept confidential to the extent permitted by law.

Interim Measures

Pending the outcome of an Informal or Formal Resolution process, the Title IX Coordinator may provide temporary remedies intended to address the short-term effects of sexual misconduct, (i.e., sexual assault, stalking, sexual exploitation, sexual harassment, or gender-based discrimination) and/or other prohibited conduct (i.e., intimate partner violence, hazing, retaliation, and false accusations). These interim measures aim to prevent further violations toward the Complainant and/or the CGU community. The university will keep interim remedies and actions as private as possible.

These remedies may include, but are not limited to:

- Referral to counseling and health services
- Providing campus escorts
- Offering adjustments to academic deadlines and/or course schedules
- Implementing contact limitations (e.g., a no contact order—an order that an individual refrain from direct or indirect contact with another person or persons)
- Implementing interim suspension (immediate, temporary suspension)
- Restricted access to University campus, facilities, events, classes and/or all other University activities or privileges for which the student might otherwise be eligible
- Reporting the matter to the local police
- Education to the community

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an impact as possible on the Respondent.

The institution will maintain any accommodations or protective measures as confidential, provided confidentiality does not impair the institution's ability to provide accommodations or protective measures.

Failure by the Respondent to adhere to the parameters of any interim measure is a violation of University policy and may lead to additional disciplinary action.

NOTE: There is no appeal process for designated interim measures that are seen by the University as necessary, temporary measures for the safety and well-being of our CGU community.

INFORMAL AND FORMAL RESOLUTION PROCEDURES FOR REPORTS OF PROHIBITED CONDUCT

Formal and Informal Resolution procedures apply to any member of the University community (student, faculty, staff, and administration) who engages in sexual misconduct, intimate partner violence, retaliation, or hazing. Any person can report alleged sexual misconduct, (i.e., sexual assault, stalking, sexual exploitation, sexual harassment, or gender-based discrimination) other prohibited conduct (i.e., intimate partner violence, hazing, retaliation, and false accusations) including students, faculty, staff, administration, guests, and/or visitors. All allegations of misconduct **not** involving sexual misconduct, or other prohibited conduct under this policy will be addressed through the procedures elaborated in the respective student grievance procedures and/or the respective faculty and employee handbook.

Formal and Informal reports will be addressed confidentially to the extent possible. Such complaints will be disclosed only to individuals who, in the interests of fairness and resolution, have an immediate need to know, and are otherwise required by law. All persons involved in either the Informal or Formal process are expected to treat all aspects of the report with discretion and with respect for the reputation of all parties involved.

Support Person, Advocate, Advisor Throughout Resolution

The Complainant and Respondent may each have a support person of their choosing present with them at all meetings and any hearing associated with Resolution Procedures. The support person can be the advisor of choice of the student, and can include a current member of the Claremont Colleges community, an Advocate (e.g., Project Sister Advocate), or an external individual to the colleges such as a lawyer or family member. The support person cannot have involvement in the underlying case and cannot be part of the investigation, such as be a witness or play a role in the grievance procedures. The support person may attend, but shall not participate in meetings or the hearing. Because this is an administrative process, any legal counsel present as the party's support person during any investigation or hearing shall be permitted only in a non-participatory advisory role at that party's expense.

Resource Person

The Title IX Coordinator will designate a resource person to both the Complainant and Respondent to serve as an additional source of information on grievance procedure processes and what support services are available on and off campus. This resource person will be available to the Complainant and Respondent separately and throughout their involvement with the grievance procedures.

Note: A resource person cannot function as a support person.

Informal Resolution Process and Procedures

An individual who believes that he or she has witnessed, has been or may be subjected to sexual misconduct, (i.e., sexual assault, stalking, sexual exploitation, sexual harassment, or gender-based discrimination) or other prohibited conduct (i.e., intimate partner violence, hazing, retaliation, and false accusations) may request assistance under Informal Resolution procedures (See Appendix E for Title IX Resolution Process Flow Chart); however, the Title IX Coordinator has the authority to select Formal Resolution procedures based on the gravity of the report, and/or if it cannot be resolved by informal means.

Informal Resolution procedures are designed to correct, rather than punish, the offending behavior; formal sanctions ordinarily are imposed only within the Formal, and not the Informal Resolution framework. The Title IX Coordinator will decide if a matter can be resolved through Informal remedial action, in which case no further action will be taken and the matter will be considered closed. If, instead, the Title IX Coordinator decides the matter cannot be resolved informally, because of the serious nature of the report, then the complainant can file a Formal complaint or the Title IX Coordinator may proceed with Formal Resolution steps.

Informal Resolution Process Timeframe Informal Resolutions will normally be completed within thirty (30) business days from the time any person (i.e., students, faculty, staff, administration, guests, and/or visitors) reports an alleged sexual misconduct (i.e., sexual assault, stalking, sexual exploitation, sexual harassment, or gender-based discrimination) or other prohibited conduct (i.e., intimate partner violence, hazing, retaliation, and false accusations) to the Title IX Coordinator. Mediations, if required, may take longer than four weeks.

Informal Remedial Action

An individual who requests assistance under the informal procedures will be advised of options for resolving the problem and about resources for further assistance. Informal Resolution meetings will include the Title IX Coordinator, and may include both the Complainant and Respondent or solely the Respondent.

Informal remedial action may have any of several outcomes:

- Directly informing the Respondent that the specific conduct is offensive and must stop
- A recommendation of training courses or seminars for either the Complainant and/or the Respondent
- Intervention by a Department Chair, Dean of Students, Student Services staff member, or Human Resources
- A mediated or negotiated resolution that seeks appropriate actions by the Complainant and Respondent to reach an acceptable resolution
- Mediation is not an option for resolution in cases involving allegations of sexual assault.

Conclusion of Informal Resolution Process

At the conclusion of an Informal procedure which results in the parties, as well as the External Investigator(s) and the Title IX Coordinator, agreeing the charge has been successfully resolved, each party will be asked to sign an acknowledgment that the Informal procedure was performed with their agreement and resulted in a resolution of the charge that was satisfactory to her or him. Signing the acknowledgment form is the final step in the informal resolution process, and is entirely voluntary.

If Informal efforts are unsuccessful, the formal resolution process may be initiated.

NOTE: The Complainant, the Respondent, and/or the Title IX Coordinator have the right to end the Informal process and begin the Formal process at any time prior to resolution.

Formal Resolution Process and Procedures

Individuals who believe they have witnessed or have been the victim of sexual misconduct, sexual harassment, gender based discrimination, intimate partner violence, hazing, retaliation, or a false accusation may file a formal complaint. The filing of a formal complaint will result in an investigation to determine whether a violation of this Policy has occurred. The University may also initiate an investigation without a formal complaint based on an alleged policy violation.

All CGU investigations will be thorough, reliable and impartial. All investigations will entail interviews with all relevant parties and witnesses, systematically obtain available evidence, and if necessary will identify sources of expert information. A sample checklist of investigation steps is set forth in Appendix F. If throughout an investigation it is determined the formal resolution process is not the best suited approach to address the Complainant's report, the Title IX Coordinator has the authority to end formal resolution procedures and begin the informal resolution process in its place. If during an investigation it is determined there is no reasonable cause to believe that University policy has been violated; the Title IX Coordinator has the authority to terminate the investigation and end resolution proceedings.

Formal Resolution Process TimeframeThe investigation will typically be completed within sixty (60) business days from the time any person (i.e., students, faculty, staff, administration, guests, and/or visitors) reports an alleged sexual misconduct (i.e., sexual assault, stalking, sexual exploitation, sexual harassment, or gender-based discrimination) or other prohibited conduct (i.e., intimate partner violence, hazing, retaliation, and false accusations) to the Title IX Coordinator. The timeframe may be extended by the Title IX Coordinator in instances where there are many witnesses; the investigation commences in close proximity to a holiday, break, or the end of an academic term; or other circumstances compel a longer timeframe for the investigation. If a time extension is required a written notice will be given to the Complainant and Respondent with the reason for the extension.

The University's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the University may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g., to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The University will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection

process is complete.

Formal Investigation When the Title IX Coordinator determines to proceed with a Formal Investigation, the Complainant and Respondent, separately, will be provided with a written summary of the allegations, the procedures that will be followed, resources available to them, and a copy of the Policy (if this has not already been done).

Disclosure of facts to persons interviewed shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation may be advised to maintain confidentiality when essential to protect the integrity of the investigation. The Investigator(s) will also be sensitive to the possibility of retaliation by the Respondent as the result of the initiation of an investigation.

After each interview, the Investigator(s) will prepare a written summary of each interview to review for accuracy with the respective interviewee. (For a check-list of Investigation Steps see Appendix F.)

The Investigation Report

After the Formal Investigation is conducted (along with review of summaries with interviewees), the Investigator(s) will draft a Preliminary Investigation Report summarizing the statements of witnesses interviewed and evidentiary materials gathered and provide this to the Title IX Coordinator. The Title IX Coordinator will forward a copy of this report to both the Respondent and the Complainant.

The Respondent and Complainant will have five (5) business days to submit a written request outlining any additional investigation steps that the party believes is necessary, including:

- Any follow-up issues or questions for any witness, including the other party;
- A request for a follow-up interview with the party and the Investigator to clarify or provide any additional information that such party believes is relevant to the investigation;
- Any new witness who should be interviewed (including a description of what topics/issues the witness should be asked to address and why this is necessary for the investigation); and

- Any additional evidentiary materials that should be collected and reviewed to the extent that such items are reasonably available (e.g., text messages, social media postings, etc.)

The Investigator will review each party's request for additional investigation, and, based on the results of the review, will conduct such additional investigative steps as the Investigator determines are reasonable and appropriate to complete the investigation.

Once the Investigator determines that the investigation process is reasonably complete, the Investigator will consult with the Title IX Coordinator to review the investigation process, including the steps that the Investigator took in response to any follow-up investigation requests from the parties. Based on this review, the Title IX Coordinator will determine whether the investigation is reasonably complete or whether further review or investigation is appropriate.

Once the Title IX Coordinator determines that the investigation process is complete, the Final Investigation Report, including the results of any follow-up investigation activities, will be forwarded to the Respondent and Complainant.

Title IX Community HearingsThe purpose of the Title IX Community Hearing is for CGU Community Representatives to (i) review the results of the Investigation Report, (ii) invite the Complainant and Respondent to make a statement (either through verbal or written form), (iii) invite the Investigator(s) to make a statement and answer any questions the CGU Representatives may have regarding the investigation, (iv) question witnesses the Community Representatives have selected to speak with, (v) make a determination on the alleged misconduct, and (vi) work with the Title IX Coordinator throughout this process.

CGU Community Representatives will conduct a prompt, thorough, and unbiased hearing. The Complainant and Respondent may be present at the hearing if they choose or they may choose to participate in the hearing by other means (at their request) to limit any and all interaction between parties (e.g., phone, Skype, separate waiting rooms where parties will be called out at separate times, etc.) As reasonable and appropriate, and based on the request of the parties, the Title IX Coordinator will structure the hearing format to accommodate parties from being near each other, and to minimize and avoid any undue stress or burden on either party.

CGU Community Representatives will review whatever information it deems necessary to assist it in reaching a determination as to the merits of the charge. Community Representatives are authorized to ask the Title IX Coordinator, witnesses, investigator(s), Respondent(s), and Complainant(s) questions for clarity on specific details. Neither the Respondent nor the Complainant shall be allowed to directly question or cross-examine anyone during the hearing.

At the conclusion of this hearing process, the CGU Community Representatives will deliberate in private without the Investigator(s), Respondent, and/or Complainant present. By a majority vote and by a preponderance of the evidence, the CGU Community Representatives will determine whether the Respondent was responsible for the alleged violation of the policy.

As soon as a decision on the case is reached, it will be summarized in writing to include factual findings, and the basis and content of the Title IX Community Hearing's decision. A confidential copy of the Title IX Community Hearing decision will be emailed within 48 hours to the Complainant and the Respondent and will be placed in permanent confidential records of the Title IX Coordinator.

Requesting an Investigation/Adjudication Appeal

Findings of the hearing panel or investigation process can be appealed by the Complainant or the Respondent according to the grounds below.

Based on a request for appeal, interim measures designated by the Title IX Coordinator will be in effect. In cases where the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Grounds for Appeal

Either the Complainant or Respondent may appeal the results of the Investigation or the Title IX Community Hearing on only two grounds. Either or both may be cited in the appeal:

- **Significant Procedural Error:** A procedural error that significantly impacted the outcome of the investigation or hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- **New Information/Evidence:** New information has arisen which was not available or known to the appealing party during the investigation and that could substantially impact the findings. A summary of this new evidence and its potential impact on the investigation findings must be included in the written appeal. Information that was known to the appealing party during the investigation but which she or he chose not to present is not new information.

Appeal Procedure

The appealing party will have five (5) business days to submit a written appeal to the Title IX Coordinator from the date the Title IX Community Hearing's decision is communicated.

In any request for appeal, the burden of proof lies with the party requesting the appeal, as the original findings of fact are presumed to have been decided reasonably and appropriately during the original hearing. Requests for appeal and responses to the same shall not exceed 10 pages (double-spaced). Non-conforming submissions will not be considered beyond the first 10 pages. Late submissions will not be accepted. Either party may request a waiver of the page limitation. Such request must be made in writing to the Title IX Coordinator prior to the deadline for the appeal submission and should include a reasons for the request.

Upon receipt of an appeal, the Title IX Coordinator will notify and provide a copy of the appeal to the other party. That party shall then have an opportunity to respond in writing to the appeal; any response must be submitted within five (5) business days from receipt of the appeal.

Following the receipt of a written appeal(s), the Title IX Coordinator will appoint two (2) trained Appeal Officers to conduct a fair and impartial review. The Title IX Coordinator will provide the Appeal Officers with copies of the written appeal(s) and the Appeal Officers will determine whether any grounds for the appeal are substantiated.

If the Appeal Officers determine that the appeal does or does not meet the standards under this Grievance Process, the Appeal Officers will draft a communication of this outcome that will be distributed by the Title IX Coordinator to both the Respondent and Complainant within ten (10) business days of the original written appeal.

Appeal Officer Actions

If the Appeal Officers determine that the appeal does meet the standards under this Grievance Process, the Appeal Offices will take appropriate action as follows:

Significant Procedural Error

If it is determined that a clear procedural error occurred which was substantially prejudicial to the outcome of the investigation or the hearing, the Appeal Officers may select to do the following:

- In cases of Investigation error or bias: remand the complaint to the Investigator with instructions to correct the error, and to reconvene the Title IX Community Hearing to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected by the original Investigator (as in cases of bias), the Appeal Officers may order a new investigation with a new Investigator. The results of a reconvened Title IX Community Hearing cannot be appealed.
- In cases of Title IX Community Hearing error or bias: remand the Title IX Community Hearing board to address the procedural error with instructions to correct the error and to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected by the original Hearing body (as in cases of bias), the Appeal Officers may order a new Title IX Community Hearing with a new body of CGU Community Representatives. The findings of the reconvened and/or new Title IX Community Hearing are not appealable.

- **New Information/Evidence**

If the Appeal Officers determine that, (i) the new information/evidence was genuinely unavailable and could not have been made available through the appellant's diligent efforts at the time of the original investigation or hearing; and (ii) the new information/evidence may have led to a different conclusion had it been available, the Appeal Officers may select to do the following:

- Request the Investigator re-open the investigation regarding the new information only, Following this reconvene the Title IX Community Hearing to reconsider the original findings in light of the new information/evidence as appropriate. The findings of the reconvened Title IX Community Hearing are not appealable.
- Reconvene the Title IX Community Hearing to reconsider the original findings in light of the new information/evidence as appropriate. The findings of the reconvened Title IX Community Hearing are not appealable.

The Appeal Officers' decision is final and not subject to appeal.

Sanction Process and Procedures

Where the Respondent is found in violation, as the result of a hearing (i) interim measures may continue to be in place or be modified by the Title IX Coordinator, (ii) the Title IX Community Hearing's decision and a request for Consideration of Sanctions Statements will be emailed to both the Complainant and the Respondent within 48 hours of the decision, (iii) two Sanctioning Officers will be appointed to the case, and (iv) appropriate sanctions will be imposed for the violation (see Appendix G: Sanction Process and Procedures Timeline).

Sanctioning Officers

If, through the Sexual Misconduct Grievance Procedures, a Respondent is found responsible the Title IX Coordinator will notify the parties in writing that the matter is being referred to two Sanctioning Officers. The Vice President for Student Services (or designee) will be appointed as a sanctioning officer along with a randomly selected individual from the following list:

- Executive Vice President/Provost (or designee);
- Vice President for Finance/Administration (or designee);
- Vice President for Advancement (or designee).

If a conflict of interest exists between the respective Vice President designation and the determination of a Sanction, the Title IX Coordinator will assign an alternate Sanctioning Officer.

Consideration of Sanctions Statement (Optional) The Complainant and the Respondent may submit a Consideration of Sanctions statement to the Title IX Coordinator within five (5) business days of the emailed request and Community Hearing's decision of violations. The Consideration of Sanctions statement should outline the sanctions the party believes should be considered by the Sanctioning Officer as well as an explanation of why the requested sanctions are reasonable and appropriate. Sanctions may include: warning (written or verbal), probation, required training or education, withholding diploma, revocation of degree, transcript notation, organizational sanctions, banning from campus, suspension or expulsion.

Sanction Decision

Once the period for the submission of Consideration of Sanctions statements has expired, the Title IX Coordinator will schedule a meeting within 5 business days with the relevant Sanctioning Officers. As part of this process, the Title IX Coordinator will review with the Sanctioning Officers the Investigation, Title IX Community Hearing findings, the results of any appeal (if applicable), and will also review any Consideration of Sanctions statements submitted by the parties.

Sanctions are assessed in response to the specific violation(s) and any prior discipline history of the Respondent. Some of the sanctions listed are applicable only to students, as indicated. Not all violations will be deemed equally serious offenses, and the University reserves the right to impose different sanctions depending on the severity of the offense.

Any one or more sanctions may be imposed on a Respondent found responsible for a violation of this Policy. For a full list of illustrative rather than exhaustive Sanctions see Appendix H. Sanction(s) will be structured to end the conduct, prevent its recurrence, and remedy its effects on the Complainant and the University community.

Once a sanction Decision has been made, the Sanctioning Officers will draft a confidential letter that will be distributed by the Title IX Coordinator to the Respondent within two (2) business days. The Title IX Coordinator will also contact and communicate the outcome of the Sanction Decision to the Complainant within two (2) business days.

Non-Disciplinary Administrative Measures

In addition to an independent of the results, the Title IX Coordinator may determine any appropriate non-disciplinary, administrative measures. Such measures may include community-based responses, such as educational initiatives and/or trainings. In addition, the Title IX Coordinator will continue to provide for the care and support of the parties as appropriate, including the ongoing provision of appropriate accommodations.

Requesting a Sanctions Appeal

Sanctions can be appealed by any party according to the grounds below.

All sanctions imposed by the Sanctioning Officers will be in effect during the appeal. A request may be made of the Title IX Coordinator for interim measures to be applied in lieu of sanctions and to delay implementation of the sanctions until the appeal is decided; but, the presumptive stance of the University is that the sanctions will go into effect immediately. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute demanding circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Ground for Appeal

Either the Complainant or Respondent may appeal the results of Sanctions on only one ground:

- **Disproportionate Sanction:** On the ground that the sanction was excessively severe or insufficient.

Appeal Procedure

The appealing party will have five (5) business days to submit a written appeal to the Title IX Coordinator from the date the Sanction Decision is communicated.

In any request for appeal, the burden of proof lies with the party requesting the appeal, as the original findings of fact are presumed to have been decided reasonably and appropriately during the original hearing. Requests for appeal and responses to the same **shall not exceed 10 pages (double-spaced)**. Non-conforming submissions will not be considered beyond the first 10 pages. Late submissions will not be accepted. Either party may request a waiver of the page limitation. Such request must be made in writing to the Title IX Coordinator prior to the deadline for the appeal submission and should include a reason for the request.

Upon receipt of an appeal, the Title IX Coordinator will notify and provide a copy of the appeal to the other party. That party shall then have an opportunity to respond in writing to the appeal; any response must be submitted within five (5) business days from receipt of the appeal.

Following the receipt of a written appeal(s), the Title IX Coordinator will contact the designated Appeal Officer to conduct a fair and impartial review. The Title IX Coordinator will provide the Appeal Officer with copies of the written appeal(s) and the Appeal Officer will determine whether any grounds for the appeal are substantiated.

If the Appeal Officer determines that the appeal does or does not meet the standard under this Grievance Process, the Appeal Officer will draft a communication of this outcome that will be distributed by the Title IX Coordinator to both the Respondent and Complainant within ten (10) business days of the original written appeal.

Appeal Officer Actions

If the Appeal Officer determines that the appeal does meet the standard under this Grievance Process, the Appeal Officer will take appropriate action as follows:

- Disproportionate Sanction(s): If the Appeal Officer determines there is a compelling justification to modify a sanction(s), the Appeal Officer may select to do the following:
 - Remand the sanction to be reconsidered by the Sanctioning Officers with specific instructions and explanations.

- Modify (either to increase or decrease) the sanction(s) of a Respondent if the Appeal Officer determines that the sanction(s) imposed are disproportionate to the conduct found to have occurred.

The Appeal Officer's decision is final and not subject to appeal.

Record Retention

Records of investigations and hearings are maintained by the University for five (5) years as indicated below:

- **Students:** if the Respondent is a student, the records will be maintained for five (5) years past the student's graduation or if the student leaves the University before graduation, for five (5) years past their last day of attendance.
- **Faculty or staff:** if the Respondent is a faculty or staff member, the records will be maintained for five (5) years past the conclusion of the investigation and any hearing, or the end of employment with the College, whichever is later.

SPECIAL RESOLUTION PROCESS PROVISIONS

- **University as Complainant:** As necessary, CGU reserves the right to initiate a complaint, to serve as Complainant, and to initiate grievance proceedings without a formal complaint by the subject of the misconduct.
- **Alcohol and substance use:** The use of alcohol or other drugs will never function as a defense for any behavior that violates University policy.
- **Past Sexual History/ Character:** The past sexual history of a party will generally not be admissible by the other party in an investigation unless such information is determined to be highly relevant by the Title IX Coordinator. If the party believes the past sexual history of the other party is relevant to the investigation they must submit a written request to the Title IX Coordinator explaining the nature of the information and why the information is relevant to the investigation. The Title IX Coordinator will review the request and render a decision within two (2) business days.

- **Respondent's Prior Conduct History:** Generally, any previous University policy violation(s) by the Respondent are generally not admissible as information about the present allegation. However, the Title IX Coordinator may supply information about previous behavior and/or complaints to the Investigator(s) if:
 - The Respondent was previously found to be responsible for a similar violation; or
 - The information indicates a pattern of behavior by the Respondent and substantial conformity with the present allegation.
- **Good Samaritan Provision:** Individuals cooperating in an investigation or hearing may be provided immunity on sanctions related to alcohol and drug policy violations.

For additional information about these proceedings please contact the Dean of Students and Campus Life at 909-621-8965 or walk-in at 160 East Tenth Street, Claremont, CA 91711.

Sex Offender Registration – Campus Sex Crimes Prevention Act

Megan’s Law

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community. The State of California maintains a database of convicted sex offenders who are required to register their home addresses. This database can be found at: <http://meganslaw.ca.gov/disclaimer.aspx>

For general information on Megan’s Law, visit the State of California’s Department of Justice website at: <http://www.meganslaw.ca.gov/>

CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

CGU has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

Another step the University has made toward making reporting crimes easy and accessible is the “LiveSafe” app for smartphones. The LiveSafe app allows CGU students to submit tips and reports quickly and discreetly, access essential safety resources and information, and to use the “SafeWalk” feature that includes a location sharing option so friends can track your travel between points to ensure your safe arrival. LiveSafe is available for download on Android and iPhone for free at the app store.

Claremont Graduate University also provides faculty, staff and students convenient access to the CGU Safety Resource Card. By texting “Claremontsafety” to 444-999, community members will receive a downloadable link that contains both local CGU, TCCS, and local resources. Also contained when accessing this valuable information is a short informative video on the topic of Consent.

Weapons Policy

The possession, carrying and use of weapons, ammunition, or explosives is prohibited on University owned or controlled property. The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the University. The specific University policy can be found at: <https://cgu.policystat.com/policy/2409191/latest/>. Failure to comply with the University weapons policy may result in disciplinary action against violators.

Missing Student Notification Policy

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008). When it is determined that a residential student is missing from University housing, CGU's Dean of Students, in collaboration with the Director of Housing Operations, Campus Safety and local law enforcement, will be guided by the Claremont Collegiate Apartment Missing Student Notification Policy and related procedures outlined below.

Provisions

All official missing student reports received are immediately forwarded to Campus Safety. Upon receipt of a missing resident report, the Campus Safety Department will conduct a thorough and timely investigation to determine the safety and current location of the resident. The investigating officer will contact and help coordinate the investigation with the Claremont Police Department no later than 24 hours after the resident is determined missing. Once it is determined that the resident has been missing for a period of more than 24 hours, the Campus Safety Department will also notify the residents emergency contact no later than 24 hours after the resident is determined to be missing.

A resident will be considered missing if a housemate, classmate, faculty member, family member, or other campus personal has not seen the resident in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing resident's daily schedule, habits, punctuality, and reliability. Resident's will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Not later than 24 hours after receiving a report that a student is missing, the following college officials will be notified:

- Dean of Students - Quamina Carter (909) 621-8965; Quamina.Carter@cgu.edu
- Housing Manager- Alexis Ireland (909) 607-3964; alexis.ireland@cgu.edu
- Campus Safety- (909) 607-2000; dispatch@claremont.edu

Registering Emergency Contact(s):When registering an emergency contact, residents have the option to identify a confidential contact to be notified by Campus Safety in furtherance of a missing person investigation, in the event the resident is determined to be missing for more than 24 hours. If a resident has identified such an individual, Campus Safety will notify that individual no later than 24 hours after the resident is determined to be missing.

A resident who wishes to identify a confidential contact, which is in addition to a regular emergency contact, can do so by going to the CGU Housing Services Office to fill out an “Emergency Contact Notification Form”. A resident’s confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

If a resident is under 18 years of age, and not an emancipated individual, Claremont Graduate University Housing Services is required to notify a custodial parent or guardian (in addition to any other contact person designated by the student) and the notification must occur not later than 24 hours after the student is determined to be missing.

Statement Addressing Missing Resident:

If a member of the Claremont Graduate University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Safety at (909) 607-2000; Housing Services at (909) 607-607-3964 Campus Safety will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by CGU Housing Services in the event the resident is determined to be missing for more than 24 hours. If a student has identified such an individual, Housing Services will notify that individual no later than 24 hours after the student is determined missing. A student who wishes to identify a confidential contact can do so by visiting the CGU Housing Services Office and submitting an “Emergency Contact Notification Form”. A resident’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of investigation.

After investigating a missing resident report, should Campus Safety determine that the resident has been missing for 24 hours, Housing Services will notify the resident's emergency contact no later than 24 hours after it has been determined that a resident is missing. If the resident is under the age of 18 and is not an emancipated individual, Housing Services will notify the resident's parent or legal guardian immediately after it is determined that the resident has been missing for 24 hours.

Daily Crime Log

Campus Safety maintains a Daily Crime Log of all crime reported to the Department. The log includes criminal incidents reported to Campus Safety during the last 60 days and is available on the Campus Safety website at <https://services.claremont.edu/campus-safety/clery-daily-crime-logs>. Any member of the Claremont Colleges and members of the public may view the Clery Daily Crime Log on the monitor at the front counter of Campus Safety during normal business hours at 150 E. 8th Street Claremont, CA 91711. . This log identifies the type, location, date time and disposition of each criminal incident reported to Campus Safety. Any portion of the log that is older than 60 days will be made available within two business days from date requested for public inspection.

Crime Prevention and Safety Awareness Programs

Campus Safety participated in the Fall Orientation program and answered questions from CGU students. In addition, CGU students could be informed about crime on campus and in the surrounding area. Campus Safety maintains a strong working relationship with the CGU community. Campus Safety coordinates an escort program for CGU students. Campus Safety performs walk-thrus, building checks, and inspections of both the CGU central campus and the CGU Apartments.

CGU Housing facilitates programming throughout the academic year for residents. Led by the Community Assistants, CGU Housing invites residents to participate in Self Defense for men and women, and Behind the Wheel, which is alcohol awareness.

CGU POLICIES GOVERNING ALCOHOL AND OTHER DRUG

CGU Alcohol and Drug Policy

Federal law requires CGU to notify annually all faculty, staff, and students of the following:

The University prohibits the unlawful possession, sale, use, manufacture or distribution of alcohol or controlled substances by students, faculty, staff, and guests in buildings, facilities, grounds or property controlled by the University or used as part of University activities. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the responsibility of CGU and Campus Safety. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. CGU students are expected to act lawfully with respect to the possession and consumption of alcoholic beverages. Consumption of alcohol by individuals under 21 years of age on property or grounds controlled by the University, or as part of University activities, is prohibited. Additionally, the possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are enforced by Campus Safety and local law enforcement. Violators, both CGU students and employees, are subject to University disciplinary action up to, and including, expulsion and termination of employment and referral for prosecution. CGU employees may be required to participate in an alcohol/drug abuse or rehabilitation program as appropriate.

Federal, State and Local Law

Students are not exempt from local, state, and federal law while on the Claremont Graduate University campus. The federal government, through the Drug Free Schools and Communities Act, requires that colleges enforce state and local laws concerning drugs and alcohol in order to remain eligible for federal funds including federal student financial aid. California has a strict host liability law. If a student sells or serves alcohol, she or he can be held responsible in a court of law for the conduct of any individual who is served if that person subsequently injures himself or herself, becomes ill, dies, or injures a third party. This is especially true when the person served is a minor or is already intoxicated.

The City of Claremont prohibits public intoxication, open containers of alcohol in vehicles, and consuming alcohol in public parks. Under California law the following are illegal:

- It is illegal to sell, furnish or give alcoholic beverage to anyone under 21 or to anyone who is obviously intoxicated.
(California Business & Professions Code Sec. 25658.)

- It is illegal for anyone under 21 to purchase or attempt to purchase alcoholic beverages or to possess alcoholic beverages in any public place, including streets or highways. (California Business & Professions Code Sec. 25662.)
- It is illegal to sell alcohol without a valid license or permit. (California Business & Professions Code Sec. 23301.)
- It is illegal to drink while driving. (California Vehicle Code Sec. 23221.)
- It is illegal to have an open container of alcohol in a moving vehicle. (California Vehicle Code Sec. 23222, 23223.)
- It is illegal to drive under the influence of alcohol. (Intoxication is presumed when blood alcohol level is .08% or higher, but may be found with blood alcohol levels of .05% to .08%). (California Vehicle Code Sec. 23152.)
- It is illegal for anyone under 21 to drive with a blood alcohol level of .05% or more or to drive while under the influence of alcohol. (California Vehicle Code Sec. 23140.)
- It is illegal to ride a bicycle or to operate a water vessel, water ski or aquaplane while intoxicated.
- It is illegal to present any form of false identification to purchase, order or attempt to purchase any alcoholic beverage or to possess false evidence of age and identity. (California Business & Professions Code Sec. 25661.)
- It is illegal to sell or provide false evidence of age or identity to anyone under age 21. (California Business & Professions Code Sec. 25661.)
- It is illegal for anyone under age 21 to enter or stay in a place licensed to sell liquor without a lawful reason to be there. (California Business & Professions Code Sec. 26665.)
- It is illegal to be found in a public place under the influence of liquor, drugs or controlled substances if you are unable to care for your own safety or interfere with the use of a public way. (California Penal Code Sec. 647(f).)

Legal Penalties

In general, a misdemeanor is punishable by fines up to \$1,000 and/or imprisonment in the county jail for up to one year. A felony is punishable by imprisonment in state prison for more than one year. Other penalties stated below for a particular offense may be in addition to those stated for misdemeanors and felonies.

- Anyone who sells or gives any alcoholic beverage to a person under age 21 is guilty of a misdemeanor. Punishment may include a fine of \$1,000, which may not be suspended and performance of not less than 24 hours of community service in addition to penalties provided for misdemeanor violations.
- Anyone under age 21 who purchases any alcoholic beverage or consumes an alcoholic beverage in any on-sale premises is guilty of a misdemeanor.
- Anyone under 21 who attempts to purchase any alcoholic beverage is guilty of an infraction and shall be punished by a fine of not more than \$100. Any subsequent violation shall be punished by a fine of not more than \$250 or 36 hours of community service.
- Anyone under 21 who is in possession of an alcoholic beverage in a public place or street or highway is guilty of a misdemeanor.
- Anyone under 21 who presents false evidence of age and identity to order or obtain any alcoholic beverage or who possesses false evidence of age and identity is guilty of a misdemeanor. Punishment shall include a fine of \$250 which may not be suspended or performance of not less than 24 hours nor more than 32 hours of community service.

Penalties for drunk driving:

- First Offense: Imprisonment in the county jail for not less than 96 hours, at least 48 hours of which shall be continuous, nor more than six months and by a fine of not less than three hundred ninety dollars (\$390), nor more than one thousand dollars (\$1000) and completion of a driving under the influence education program (at least 30 hours if blood alcohol was less than .20% and at least 45 hours if more than .20%). If under 21, suspension of driver's license for one year, over 21, suspension for six months. In addition, a period of probation from three to five years may be imposed. If registered to the driver, the vehicle may be impounded for 1 to 30 days.
- Second Offense (within 7 years): Fines from \$390 to \$1000, imprisonment in the county jail for not less than 90 days nor more than one year, driver's license suspension of 18 months. If registered to the driver, the vehicle will be impounded for 1 to 30 days.
- Third Offense: Fines from \$390 to \$1000, imprisonment in the county jail for not less than 120 days nor more than one year, driver's license revocation for four years. If registered to the driver, the vehicle may be impounded for 1 to 90 days or may be sold.

- Fourth Offense or greater; Fines from \$390 to \$1000, imprisonment in the county jail for not less than 180 days to three years in state prison, driver's license revocation for four years. If registered to the driver, the vehicle may be impounded for 1 to 90 days or may be sold.
- For all offenses, participation in an alcohol or drug program may be required and vehicles registered to the driver may be sold or impounded for periods up to three years.
- Driving privileges are suspended for six months for refusing to submit to a blood alcohol test. The suspension is for two years if there has been a prior conviction within seven years, and for three years if there have been three or more convictions within seven years.

General Overview of Local, State and Federal Laws Concerning Drugs

It is a crime to possess, use, sell, manufacture, or distribute illegal drugs. Both federal and state laws impose criminal sanctions including imprisonment, on persons violating criminal drug laws.

California State Law Prohibits:

Marijuana Possession

Possession for personal use of not more than 28.5 grams of marijuana (a bit more than an ounce) is legal in California as of November 9, 2016, for people age 21 and older. So is possession of up to 4 grams of concentrated cannabis (hashish). (Sec.11357)

Marijuana Cultivation

Health and Safety Code 11358 as amended by Proposition 64, allows most people who are 21 and over to cultivate up to six (6) marijuana plants. People under 21 who grow any amount marijuana, though, are guilty of an infraction. People under 18 who cultivate marijuana illegally must attend drug counseling and perform community service. People 18 and over (but under 21) may be fined up to \$100. And cultivating over six marijuana plants remains a crime. Most defendants who plant, cultivate, harvest, dry or process more than 6 living marijuana plants will be charged with a misdemeanor and face up to six (6) months in county jail and/or a fine of up to \$500.

AND cultivating more than 6 marijuana plants can be charged as a California felony for the following defendants:

- People with serious violent felonies on their record;

- Registered sex offenders;
- Defendants who have two (2) or more prior convictions for cultivating more than six marijuana plants; and
- Defendants who violate certain California environmental laws in their marijuana cultivation activities. (Sec. 11358)

Possession of Marijuana for Sale

Proposition 64 legalized the sale of marijuana--but only for businesses that obtain and operate in accordance with a state license (and possibly local licenses as well). As a result, possession of marijuana with the intent to sell it without a license remains a crime under HS.

For most adult defendants, HS 11359 possession for sale without a license is a misdemeanor, carrying the following penalties:

- Up to six (6) months in county jail, and/or
- A fine of up to five hundred dollars (\$500).

But marijuana possession for sale without a license is a felony if any of the following is true:

- You have a prior conviction for one of a list of particularly serious violent felonies, including murder, sexually violent offenses, sex crimes against a child under 14, or gross vehicular manslaughter while intoxicated, or a sex crime that requires you to register as a sex offender;
- You have two (2) or more prior misdemeanor convictions for marijuana possession for sale; or
- You possessed marijuana for sale in connection with a knowing sale or attempted sale to someone under 18.

For these defendants, possessing marijuana for sale is punishable by 16 months, or two or three years in county jail.

Proof of intent to sell marijuana without a license is usually made by circumstantial evidence. Such evidence can include:

- a large quantity of marijuana,
- the presence of items such as baggies and scales,
- pot divided into multiple baggies or containers,
- the presence of cash and/or weapons, and/or
- the opinion of the arresting officer that the marijuana was for sale. (Sec. 11359)

Transportation or Sale of Marijuana

Under California's marijuana legalization law, you can only sell marijuana if you have obtained a license to do so. These licenses will be issued by a newly-created Bureau of Marijuana Control. If you don't have a license, then selling pot--or transporting it in order to sell it--is still a crime under HS 11360. Under Prop 64, HS 11360 has become a law intended to prohibit a "black market" in marijuana. For most defendants, unlicensed sale or transport for sale of marijuana is a misdemeanor punishable by up to six (6) months in county jail and/or a fine of up to one thousand dollars (\$1,000). (For defendants under 18, it is an infraction. Also, giving away or transporting for sale up to 28.5 grams of marijuana without a license is an infraction.) But sale/transport for sale of marijuana without a license to do so is a felony for the following defendants:

- Defendants who have a prior conviction for one of a list of particularly serious violent felonies, including murder, sexually violent offenses, sex crimes against a child under 14, or gross vehicular manslaughter while intoxicated, or a sex crime that requires them to register as a sex offender;
- Defendants who have two (2) or more prior convictions for HS 11360 sale/transportation of marijuana;
- Defendants who knowingly sold, attempted to sell, or offered to sell or furnish marijuana to someone under 18;
- Defendants who imported or attempted or offered to import into California, or transported or attempted/offered to transport out of California for sale, more than 28.5 grams of marijuana or more than four grams of concentrated cannabis.

In any of these scenarios, black market sale or transportation for sale of marijuana under HS 11360 is punishable by two (2), three (3) or four (4) years in jail.

Finally, transporting marijuana without intent to sell it, or giving marijuana away, is not a crime in California so long as both of the following are true:

- You transport or give away not more than 28.5 grams of marijuana or eight grams of concentrated cannabis, and

Any people you give marijuana to are 21 years of age or older (Sec. 11360)

Selling marijuana to a minor – Health and Safety Code 11361 makes it a felony for anyone 18 years or older to sell marijuana to a minor. This law is unchanged by Proposition 64/marijuana legalization. HS 11361 also makes it a felony to use a minor unlawfully to transport, carry, sell, give away, furnish, administer, prepare for sale, or peddle any amount or type of marijuana. Sentences for violating

California Health and Safety Code 11361 are served in California state prison, rather than county jail. If the minor involved is under 14 years of age, the penalty is three, five or seven years in state prison. If the minor is over 14, but less than 18, the penalty is three, four or five years in state prison.

Concentrated Cannabis -- “Concentrated cannabis” is the separated resin (whether crude or purified) obtained from the marijuana plant. It is commonly referred to as “hashish” or “hash.” Concentrated cannabis is considered to be marijuana under California law. This means, among other things, that people entitled to possess, cultivate, or transport medical marijuana may do the same with concentrated cannabis. Also, under Proposition 64, simple possession of concentrated cannabis for recreational use is legal--but a person may only possess up to 4 grams for personal use.

Driving with Marijuana -- Vehicle Code 23222(b) prohibits driving in possession of up to 28.5 grams of marijuana. It is a sister provision to the law against driving with an open container of alcohol in your vehicle. Proposition 64 did not change this law. Driving with marijuana is an infraction. It can be punished by up to a \$100 fine.

Possession of drug paraphernalia: It is unlawful to possess an opium pipe or any device, contrivance, instrument or paraphernalia used for unlawfully injecting or smoking controlled substances, which is classified as a narcotic drug.

Unauthorized Possession of Controlled Substances: Except as otherwise provided...every person who possesses (1)any controlled substance or (2) any controlled substance which is a narcotic drug, unless upon the written prescription of a physicians, dentist, podiatrist or veterinarian licensed to practice in this state, shall be punished by imprisonment in state prison for a period of not less than two years or more than ten years and shall not be eligible for release upon completion of sentence or on parole or any other basis until she/he has been imprisoned by for period of not less than two years in the state prison. (Sect 11350)

Possession for Sale of Controlled Substances: Except as otherwise provided...every person who possesses for sale (1) any controlled substance or (2) any controlled substance which is a narcotic drug shall be punished by imprisonment in the state prison for a

period of not less than five years or more than 15 years and shall not be eligible for release upon completion of sentence or not parole or any other basis until she/he has been imprisoned for a period of not less than two (2) years in the state prison. (Sec. 11351)

Possession with Intention to Manufacture Methamphetamine: Any person who possesses both methylamine and phenyl-2propanone (phenyl acetone) at the same time with the intent to manufacture methamphetamine is guilty of a felony and shall be punished by imprisonment in the state prison for between one and five years. (Sec.11383).

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The use of any mind or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension, or anxiety when the substance is not used. In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect, and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and people often do not realize they are losing control over the use of the substance and that they need help. Drugs taken by injection can increase the risk of infection (e.g. HIV, hepatitis, etc.) through needle contamination. Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.

Alcohol acts as a depressant to the central nervous system and can cause serious short and long-term damage. Short-term effects include nausea, vomiting, and ulcers; more chronic abuse can lead to brain, liver, kidney, and heart damage and even eventual death. Ingesting a large amount of alcohol at one time can lead to alcohol poisoning, coma, and death. Drugs such as LSD, amphetamines, marijuana, cocaine, and alcohol alter emotion, cognition, perception, physiology, and behavior in a variety of ways.

Health risks include but are not limited to depression, apathy, hallucinations, paranoia, and impaired judgment. Abuse of either alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirths.

It is impossible to accurately predict how an individual will react to a specific drug or to alcohol because effects vary depending on the person, environmental variables, the dosage and potency of the substance, the method of taking the substance, the chronicity or use, and whether the substance is taken in conjunction with other substances. Illegal drugs have particularly unpredictable effects due to variability in dosage and purity. When two or more substances are combined, there is often an effect that is stronger than their additive sum.

For more information visit: www.drugabuse.gov

Drug and Alcohol Abuse Education Programs

Resources for Students, Faculty, and Staff

The Claremont Colleges are committed to education and counseling as the primary focus of their substance abuse programs and provide confidential, professional assistance for students. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services are available for students including counseling, educational materials, and/or referrals are available at the following offices:

- Health Education Outreach Office – Tranquada Center, 757 College Way . , 909-607-3602
- Monsour Counseling Center – 757 College Way, 909-621-8202
- Student Health Services – 757 College Way, 909-621-8222
- Dean of Students and Campus Life – 160 East Tenth Street, 909-621-8965

As a CGU employee, the following office is available to assist with finding counseling, educational materials, and/or referrals:

- Human Resources – 150 East Tenth Street, 909-621-8686 or 909-607-7816

To protect privacy, information regarding a student's, staff members, or faculty member's participation in any alcohol or drug assistance program is treated as confidential.

ANNUAL DISCLOSURE OF CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. Claremont Colleges' Campus Safety maintains a close relationship with all police departments. Working together, they ensure that crimes which occur at properties that CGU owns or controls are reported directly to these police departments and are brought to the attention of the Campus Safety.

Campus Safety collects the crime statistics disclosed in the charts below through a number of methods. Campus Safety dispatchers and officers enter all reports of crime incidents made directly to the department through a records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. Campus Safety periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that the Campus Safety maintains, the statistics below also include crimes that are reported to various Campus Security Authorities, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub categories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes

Primary Crimes:

Murder and Non-Negligent Manslaughter – defined as the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence – is defined as the killing of another person through gross negligence.

Sexual Assault (Sex Offenses) – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- A. *Rape* — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B. *Fondling* — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- C. *Incest* — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. *Statutory Rape* — Is sexual intercourse with a person who is under the statutory age of consent.

Robbery – is defined as 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 – is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – is the theft or attempted theft of a motor vehicle.

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

Hate Crimes

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For Clery Act purposes, Hate Crimes include any of the categories listed above and includes the four additional categories below:

Larceny/Theft—is the unlawful taking, carrying, leading or riding away from the possession or constructive possession of another. It includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

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

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

Destruction/Damage/Vandalism or Property (except Arson)—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice:

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

Gender – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity- a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Ethnicity– A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

National Origin- A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Dating violence, domestic violence, and stalking

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

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

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

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

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

Consent: California law defines consent as “affirmative, conscious, and voluntary.” Consent is active, not passive, and is clear, knowing and voluntary. Consent is positive sexual permission; silence, without more, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable and affirmative permission regarding willingness to engage in (and the conditions of) sexual activity. In order to give effective consent, one must be of legal age and have the capacity to give consent:

1. The legal age of consent in the state of California is 18 years.
2. Consent to any one form of sexual activity does not imply consent to any other form(s) of sexual activity.
3. A previous relationship or prior consent does not imply consent to future sexual acts.

4. Consent can be withdrawn. Thus, even if a person agreed to sexual interaction or continued sexual interaction, that person has the right to change their mind, irrespective of how much sexual interaction may have already taken place.

2017 Claremont Graduate University College Crime Statistics Chart

Offense		On-Campus	*Residential Facility	Non-campus Building or Property	Public Property
Criminal Homicide					
Murder and Non-negligent Manslaughter	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Sex Offenses					
Rape	2015	1	0	2	0
	2016	0	0	0	0
	2017	0	0	0	0
Fondling	2015	1	0	0	0
	2016	0	0	1	0
	2017	0	0	1	0
Incest	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Robbery	2015	1	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Aggravated Assault	2015	1	1	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Burglary	2015	1	1	1	0
	2016	1	0	3	0
	2017	2	1	1	0
Motor Vehicle Theft	2015	0	0	0	0
	2016	0	0	2	0
	2017	0	0	1	0
Arson	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

Other Offenses		Arrest				Judicial Referral			
		On-Campus	*Residential Facility	Non-campus Building or Property	Public Property	On-Campus	*Residential Facility	Non-campus Building or Property	Public Property
Liquor Law Violations	2015	0	0	0	0	0	0	0	0
	2016	1	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0
Drug Abuse Violations	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0
Illegal Weapons Possession	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0

VAWA Amendment Offenses

Dating violence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	1	0
Domestic Violence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Stalking	2015	3	2	0	0
	2016	2	1	0	0
	2017	4	2	2	0

Hate Crimes:

2015 There were no reportable hate crimes

2016 There were no reportable hate crimes

2017 There were no reportable hate crimes

* Residential statistics are a subsection of the On-Campus totals
 Statistics from the Claremont Police Department are included in the totals
 There were no crimes unfounded by the Claremont Police Department

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for Claremont Graduate University.

Fire Safety

The CGU Apartments have automatic sprinkler systems and fire alarm systems that help to provide for a fire safe living environment. All of the units and apartments in the complex are provided with automatic sprinkler systems, smoke detectors and building fire alarm systems to provide early detection and warning of a possible fire emergency.

The University maintains and tests all fire alarms and automatic fire suppression systems to insure system readiness and proper operation in the event of a fire emergency. Additionally, multiple fire extinguishers are located in the exterior walkways of every floor of the CGU Apartments complex. Each fire extinguisher is enclosed in a locked case with a glass cover. In the case of an emergency, residents can access a fire extinguisher by pulling the metal handle on the case. CGU conducted a fire drill during the summer, 2018. They perform annual sprinkler testing, quarterly fire alarm testing, and complete monthly fire extinguisher checks and refill/replace as needed.

Residents of the CGU Apartments shall take due care to prevent fires. Flammable materials shall not be used or stored on the premises. These items include, but are not limited to: candles, incense, fireworks, lighter fluid, propane or other gas cylinders, etc. The following are the rules and regulations for the residents of the CGU Apartments in the Claremont Collegiate Apartments Student Guide:

Residents agree to take reasonable care of their unit and its furnishings by keeping the premises in a clean and sanitary condition, and by being responsible for any damage to the unit, its furnishings and equipment (reasonable wear and tear excepted). In addition, the resident is responsible for compliance with all provisions of the agreement. Residents understand that their student account will be charged for any damage, loss or necessary cleaning caused by the resident or their guest(s).

- Residents shall cooperate in the care of the dwelling and grounds and shall notify the Housing Services Office of damage or need for repair to the property.

- Alterations, changes, remodeling or renovating, including but not limited to painting of the unit, grounds and Community Room, are prohibited. Tampering with the electrical or mechanical fixtures in the units and/or the Housing complex without the prior written consent of the Manager of Housing Services is also prohibited. All fixtures that are installed become part of the premises and subsequently property of the University.
- Exterior apartment door decorations using adhesives or attachments such as stickers, graffiti, message boards, signs and tape are not allowed.
- Residents may attach hanging objects to the walls by means of tacks, standard metal picture hangers, small nails and screws only. If removal of such methods causes damage, the damage will be assessed against a Resident's security deposit. Attachment of any other objects to the premises or altering the premises in any other manner whatsoever, without the prior written consent of the Manager of Housing Services, is prohibited.
- Resident shall not bring or maintain any of the following on premises: clothes washer or dryer, refrigerators or freezers, stoves, air conditioners, space heaters, outdoor clotheslines or drying equipment (no drying clothes on balcony), boats or trailers, or waterbeds. In addition, no other furniture or equipment is allowed in the unit without the permission of the Manager of Housing Services.
- Residents shall not install or place any equipment or construction on the grounds or in the buildings. No outside gardens may be constructed or maintained in any area of the Housing complex without the express written consent of the Manager of Housing Services.
- Accumulation of debris around the exterior or interior of the premises is not allowed. Deposit of wastepaper, cans, bottles or other trash except in receptacles is prohibited. All apartment trash needs to be properly disposed of in a large dumpster. There are three locations at the housing complex.
- Students are responsible for reporting safety, maintenance or cleanliness issues to the Housing Services Office or a Housing Services staff member.
- Premises shall not be used in any unlawful manner or in any hazardous way. Premises shall conform to any and all laws, ordinances, rules, regulations and requirements which govern said Premises. No business may be run from Premises, or in or around any of the Claremont Collegiate Apartments and parking lots.

- All residents are expected to evacuate their apartment and building area immediately during the sounding of a fire alarm or upon the direction of a University staff member. Residents in Buildings A, B and C should evacuate to the West side of the CGU Apartments' parking lot. Residents in Buildings D and E should evacuate to the N. College Ave. parking lot. Attempting to re-enter an apartment or the Community Room without the permission of University or Housing Services staff is prohibited. Referral to Campus Safety for criminal/legal action may also be a consequence for failing to comply with the Evacuation policy.

On-Campus Housing Fire Drills

The CGU Apartments have an emergency evacuation plan and conducted one fire drill during January-December 2017 to allow residents to become familiar with and practice their evacuation skills. The drill is conducted by the Housing Services staff .

Fire Safety Education and Training Programs for Students, Faculty and Staff

The Claremont Colleges Service's Environmental Health and Safety Office (EHS), in coordination with Housing Services, provide training to Community Assistants (CA) and housing staff. Topics addressed during this training include:

- Fire prevention at the CGU Apartments
- What to do in the event of a fire
- How to report a fire or other emergency
- Fire extinguisher training

Included in this training are instructions that students and employees should follow in case of a fire. Students, faculty and staff are instructed to call 911 to report a fire emergency. Listed below are the non-emergency numbers to call to report fires that have already been extinguished at the CGU Apartments. These are fires for which you are unsure whether Campus Safety may already be aware. If you find evidence of such a fire or if you hear about such a fire, please notify one of the following:

- CGU Housing Services at 909-607-8650
- TCCS Campus Safety at 909-607-2000.

Other general health and safety information is available to students, faculty and staff on the Environmental Health and Safety web site at: <https://services.claremont.edu/ehs/>

Fire Incident Reporting for On-Campus Student Housing

The Fire Safety regulations for the Claremont Collegiate Apartments are as follows:

- The CGU Apartments are a non-smoking facility. Smoking is NOT allowed in the Apartments, in the common areas, in the Apartment buildings, hallways, walkways, in or near the tot lot, or near the mailboxes. Residents may smoke outside and away from the Apartment buildings. All cigarette butts must be put in the receptacles provided for them. The non-smoking rule applies to incense, cigars, pipes and all forms of tobacco. Never throw smoking refuse on the ground or in the landscape.
- Residents shall take due care to prevent fires. Flammable materials shall not be used or stored on the premises. These items include, but are not limited to, candles, incense, fireworks, lighter fluid, propane or other gas cylinders, etc.
- Residents shall not leave cooking appliances unattended (i.e. stove, rice cooker, and crock-pots).
- Tampering with the fire alarm system or firefighting equipment is strictly prohibited. Violators of this policy may be subject to fines.
- False reports of fire or other dangerous conditions (except those resulting from reasonable error/accident), failure to properly report fires, or interference with the response of University or city officials to such emergency calls is prohibited. Violators will be prosecuted and subjected to a fine and jail time.
- Multiple fire extinguishers are located in the exterior walkways of every floor of the Claremont Collegiate Apartments. Each fire extinguisher is enclosed in a locked case with a glass cover. In the case of an emergency, residents can access a fire extinguisher by pulling the metal handle on the case. (Please note: this will break the glass cover.) It is illegal for residents to tamper with or access a fire extinguisher in a non-emergency situation.
- Fire alarms are silently tested on a quarterly basis. Full tests, with horns, are conducted once a year at winter break. The date and time will be posted several days prior to this test.
- Decorations that are flammable or fire hazards (including candles and incense) are prohibited.
- "Live cut" trees (such as Christmas Trees) or other combustible decorations are prohibited in the Claremont Collegiate Apartments.

- Any permissible holiday decorations in the apartments must be made of fireproof materials and be UL (Underwriters Laboratory) List-approved for the intended use.

Plans for Future Improvements in Fire Safety

CGU continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help insure the safety of all students, faculty and staff. CGU has a Safety and Disaster Preparedness Committee that addresses many safety issues around campus, including fire.

Fire Statistics for On-Campus Student Housing Facilities

Statistics and Related Information Regarding Fires in CGU Residential Facilities							
Year	Residential facilities	Total Fires in Each	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
2015	Building A 1455 N. College Av	0					
	Building B 1445 N. College Av	0					
	Building C 1435 N. College Av	0					
	Building D 1425 N. College Av	1	1	Unintentional/Stove Fire	0	0	\$11.50
	Building E 1415 N. College Av	0					
2016	Building A 1455 N. College Av	0					
	Building B 1445 N. College Av	1	1	Unintentional/Microwave Fire	0	0	\$87.99
	Building C 1435 N. College Av	0					
	Building D 1425 N. College Av	1	1	Unintentional/Stove Fire	0	0	\$49.00
	Building E 1415 N. College Av	0					
2017	Building A 1455 N. College Av	0					
	Building B 1445 N. College Av	0	1	Unintentional / Microwave Fire	0	0	\$69.99
	Building C 1435 N. College Av	0	1	Unintentional/ Cigarette Fire	0	0	\$34.99
	Building D 1425 N. College Av	0					
	Building E 1415 N. College Av	0					

CRIME PREVENTION TIPS

While the CGU campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics, other common crimes that occur on campus are outlined below:

Theft

Theft is a common occurrence on college campuses. Oftentimes this is due to the fact that theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the CGU Apartments often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to residence halls, labs, and classrooms locked when not occupied
- Don't provide access to unauthorized persons in the buildings or classrooms
- Do not keep large amounts of money with you
- Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer
- Keep a list of all valuable possessions including the makes, models, and serial numbers of these items
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time
- Don't lend credit cards or identification cards to anyone
- Report loitering persons or suspicious persons to Campus Safety immediately; don't take any chances

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some way that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use of security software on computers, as well as the installation of firewalls are good practices.

