



# CAL POLY POMONA



2024

## ANNUAL SECURITY REPORT

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICIES & CAMPUS CRIME  
STATISTICS ACT (20 U.S.C. § 1092(F))  
Clery Crime Statistics 2021-2023

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# CAL POLY POMONA

## ANNUAL SECURITY REPORT

### MESSAGE FROM THE PRESIDENT

Cal Poly Pomona welcomes thousands of students, faculty and staff members daily to our campus to learn, grow and shape a better future for everyone. Therefore, we are committed to promoting a safe and secure campus environment for all. As part of our commitment to you, and in accordance with the Clery Act which requires universities disseminate a public annual security report (ASR) to employees and students every October 1, please review our 2024 ASR.

This report keeps our campus informed about our public safety procedures and policies, crime statistics and emergency management protocols. It also contains information about crime reporting, crime prevention, victim's rights and other important services. I invite all members of the campus community to review the report and become familiar with the public safety resources available to you at Cal Poly Pomona.

Your safety and the safety of those around you is a team effort. It is important that each of us look out for one another, be alert for potentially unsafe situations and report suspicious behavior or activity. It is critical that all members of our campus community are engaged and informed about safety-related services, emergency preparedness and crime prevention.

Working together, we will continue to keep Cal Poly Pomona a great place to live, learn and work.

A handwritten signature in blue ink that reads "Soraya M. Coley". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Soraya M. Coley, Ph.D.  
President

# PREPARING THE ANNUAL SECURITY REPORT

The publication of the Annual Security Report (ASR) is a collaborative effort to promote safety and security at Cal Poly Pomona and comply with the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act, also known as the Clery Act.

The ASR includes statistics for the previous three years concerning Clery reportable crimes, hate crimes, and violations of state and local drug, liquor, and weapons laws within Clery-defined geography where arrests or referrals for discipline were made. Clery geography includes: 1) on-campus, 2) campus residential, 3) non-campus buildings or property owned or controlled by the University, and 4) public property within or adjacent to the campus.

The ASR also includes institutional policies concerning campus security, such as policies on alcohol and drug use, crime prevention, crime reporting, sexual violence, and other matters. It meets the Higher Education Opportunity Act campus safety requirements in hate crime reporting and missing student notification. Institutions with on-campus housing must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log. Cal Poly Pomona's ASR and Annual Fire Safety Report are separate publications.

Cal Poly Pomona publishes the ASR using a format distributed by the CSU Director of Systemwide Clery and Campus Safety Compliance. The Clery Director collaborates with UPD, campus partners, and other law enforcement agencies to prepare the ASR. The Clery Director is responsible for leading a work group that collects, classifies, and reconciles all crimes and violations of state and local drug, liquor, and weapons laws within Clery geography. The ASR includes crime and arrest statistics reported to UPD, other Campus Security Authorities (CSAs), and local law enforcement, as well as disciplinary referral data from various campus offices including University Housing Services, University Village, Student Conduct and Integrity, and the Office of Equity Compliance/Title IX.

CSAs, defined as individuals with significant responsibility for students and/or campus activities, must promptly report allegations of Clery crimes that occur within a Campus' Clery Geography. A report may be a written or verbal disclosure made by any person to the CSA, including information shared with the CSA by witnesses or other third parties. CSA reports must include the following, if known:

- The crime that was reported and the information provided
- The exact location where the reported crime occurred
- The date and time the reported crime occurred
- Any witness and perpetrator information
- Victim information, unless the victim requests confidentiality
  - Employees may be required to share this information with other offices if they have responsibilities under other laws and policies including, but not limited to, Mandatory Reporting of Child Abuse and Neglect, and CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation.

- In the event the victim does request confidentiality, enough information must be obtained and provided by the CSA about the criminal incident to prevent over-reporting or "double counting" of the incident.

Crimes are recorded in the calendar year they were reported. To avoid duplicate reporting, the Clery Director or designee, UPD, and conduct personnel cross-reference crime reports, administrative cases, and disciplinary referrals.

#### Counting Hierarchy

When multiple offenses occur in a single incident, Cal Poly Pomona uses the FBI's UCR Hierarchy Rule, counting only the most serious offense. Exceptions include Arson, Sexual Assaults, Hate Crimes, and VAWA Offenses, which are all counted. Hate Crimes and VAWA Offenses, including Dating Violence, Domestic Violence, and Stalking, are also reported separately.

#### Outreach to Law Enforcement Agencies

UPD is responsible for requesting crime statistics from local law enforcement for public property adjacent to campus and non-campus locations. Requests for public property crime statistics are sent via email to the Pomona Police Department and the Los Angeles Sheriff's Department. Requests for non-campus crime statistics are sent via mail and the list of law enforcement agencies who are contacted change each year based on updated non-campus data. The Clery Director is responsible for compiling updated non-campus data on an annual basis.

#### Unfounded Crimes

According to 34 C.F.R. § 668.46, Cal Poly Pomona may exclude or remove a reported crime from its statistics after a full investigation by sworn or commissioned law enforcement personnel, who determine the report was false or baseless. These unfounded crimes are included in the total count for the year in which the crime was originally reported.

#### Distribution of the Report

By October 1 each year, all students and employees receive an email with a summary of the ASR content, availability, direct web link, and how to request a print copy. Prospective students and employees receive this information from Admissions and Human Resources, respectively. Cal Poly Pomona annually submits statistical data to the U.S. Department of Education, which publishes crime data for colleges and universities on their Campus Safety and Security website.



## CLERY CRIME STATISTICS 2021 TO 2023

### **MURDER/NONNEGLIGENT MANSLAUGHTER**

Year	Campus Residential	Campus Total	Non-campus	Public Property
2021	0	0	0	0
2022	0	0	0	0
2023	0	0	0	0

### **NEGLIGENT MANSLAUGHTER**

Year	Campus Residential	Campus Total	Non-campus	Public Property
2021	0	0	0	0
2022	0	0	0	0
2023	0	0	0	0

### **RAPE**

Year	Campus Residential	Campus Total	Non-campus	Public Property
2021	14*	15*	1	0
2022	7	7	0	0
2023	3	4	0	0

*\*(7) incidents in this Clery category are associated with the same perpetrator and victim, within the context of an ongoing sexually abusive intimate relationship between the parties. Per Clery reporting guidelines, these incidents are also reported under the Clery offense category Domestic Violence.*

### **FONDLING**

Year	Campus Residential	Campus Total	Non-campus	Public Property
2021	4	5	0	0
2022	3	3	0	0
2023	1	1	0	0

### **INCEST**

Year	Campus Residential	Campus Total	Non-campus	Public Property
2021	0	0	0	0
2022	0	0	0	0
2023	0	0	0	0

### **STATUTORY RAPE**

<b>Year</b>	<b>Campus Residential</b>	<b>Campus Total</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>2021</b>	0	0	0	0
<b>2022</b>	0	0	0	0
<b>2023</b>	1	1	0	0

### **ROBBERY**

<b>Year</b>	<b>Campus Residential</b>	<b>Campus Total</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>2021</b>	0	1	0	1
<b>2022</b>	0	1	0	0
<b>2023</b>	0	1	1	0

### **AGGRAVATED ASSAULT**

<b>Year</b>	<b>Campus Residential</b>	<b>Campus Total</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>2021</b>	0	1	0	0
<b>2022</b>	0	2	0	0
<b>2023</b>	0	0	0	0

### **BURGLARY**

<b>Year</b>	<b>Campus Residential</b>	<b>Campus Total</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>2021</b>	2	5	0	0
<b>2022</b>	7	13	0	0
<b>2023</b>	6	31	1	0

### **MOTOR VEHICLE THEFT**

<b>Year</b>	<b>Campus Residential</b>	<b>Campus Total</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>2021</b>	0	7	1	0
<b>2022</b>	0	6	3	0
<b>2023</b>	0	20*	0	0

\*2023 is the first year that the theft of an e-bike, e-scooter, or e-skateboard has been classified as motor vehicle theft. Five (5) incidents in this Clery category involve the theft of an e-bike, e-scooter, or e-skateboard.

### **ARSON**

<b>Year</b>	<b>Campus Residential</b>	<b>Campus Total</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>2021</b>	0	0	0	0
<b>2022</b>	0	0	0	0
<b>2023</b>	0	0	0	0

### **DOMESTIC VIOLENCE**

Year	Campus Residential	Campus Total	Non-campus	Public Property
2021	7*	10*	0	0
2022	3	6	0	1
2023	0	1	1	0

\* (7) incidents in this Clery category are associated with the same perpetrator and victim, within the context of an ongoing sexually abusive intimate relationship between the parties. Per Clery reporting guidelines, these incidents are also reported under the Clery offense category Rape.

### **DATING VIOLENCE\***

Year	Campus Residential	Campus Total	Non-campus	Public Property
2021	0	0	0	0
2022	0	0	0	0
2023	0	0	0	0

\* California family code includes “(c) A person with whom the respondent is having or has had a dating or engagement relationship.” within its definition of domestic violence. Therefore, Cal Poly Pomona is reporting all incidents of violence between persons in a social relationship of a romantic or intimate nature under the Clery category of Domestic Violence, rather than differentiating Dating Violence and Domestic Violence.

### **STALKING**

Year	Campus Residential	Campus Total	Non-campus	Public Property
2021	0	3	0	0
2022	3	9	0	0
2023	0	1	0	0

### **ARRESTS FOR WEAPONS LAW VIOLATIONS**

Year	Campus Residential	Campus Total	Non-campus	Public Property
2021	0	1	0	0
2022	0	2	0	0
2023	0	1	0	0

### **ARRESTS FOR DRUG LAW VIOLATIONS**

Year	Campus Residential	Campus Total	Non-campus	Public Property
2021	0	4	0	1
2022	0	6	0	1
2023	0	1	0	0

### **ARRESTS FOR LIQUOR LAW VIOLATIONS**

<b>Year</b>	<b>Campus Residential</b>	<b>Campus Total</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>2021</b>	0	0	0	0
<b>2022</b>	0	0	0	0
<b>2023</b>	0	0	0	0

### **REFERRALS TO DISCIPLINARY ACTION FOR WEAPONS LAW VIOLATIONS**

<b>Year</b>	<b>Campus Residential</b>	<b>Campus Total</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>2021</b>	0	0	0	0
<b>2022</b>	0	0	0	0
<b>2023</b>	0	0	0	0

### **REFERRALS TO DISCIPLINARY ACTION FOR DRUG LAW VIOLATIONS**

<b>Year</b>	<b>Campus Residential</b>	<b>Campus Total</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>2021</b>	11	11	0	0
<b>2022</b>	8	8	0	0
<b>2023</b>	12	12	0	0

### **REFERRALS TO DISCIPLINARY ACTION FOR LIQUOR LAW VIOLATIONS**

<b>Year</b>	<b>Campus Residential</b>	<b>Campus Total</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>2021</b>	25	25	0	0
<b>2022</b>	12	13	0	0
<b>2023</b>	1	1	0	0

#### **Unfounded Crimes**

[2021] – There were no unfounded crimes.

[2022] – There were no unfounded crimes.

[2023] – There were no unfounded crimes.

#### **Hate Crimes**

[2021] – There were no reported hate crimes.

[2022] – There were no reported hate crimes.

[2023] – There were no reported 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. Hate crimes include any offense in the following group: murder and nonnegligent manslaughter, sexual assault including rape, fondling, incest and

statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Hate crime reporting is considered for all Clery geography including on campus, residential facilities, non-campus buildings or property, and public property.

## PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIVITIES OR OTHER EMERGENCIES ON CAMPUS

The University Police Department (UPD) is a full-service, sworn police agency that operates 24 hours a day, year-round. The department provides law enforcement and emergency response, conducts criminal investigations, and offers crime prevention and educational programs, support for special events, and a range of other services.

Cal Poly Pomona encourages the accurate and prompt reporting of all criminal activity and other emergencies to UPD. All members of the campus community are encouraged to promptly contact UPD and/or other appropriate police agencies (in the jurisdiction where the crime occurred) when they have been the victim of, or have witnessed criminal actions, including when the victim of crime elects not to or is unable to make such a report.

### **Report crimes and fire, medical, and other emergencies immediately to UPD.**

University Police Department (UPD)	Bldg. 109, Cypress & Oak Ln. East side of Parking Structure 1	<b>Dial 9-1-1</b> Campus landline/Code Blue <b>If using a cell phone: (909) 869-3070</b>
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*Cell Phone Use: Emergency 9-1-1 calls made on campus from a cell phone are routed to the California Highway Patrol or local law enforcement. Please program the UPD phone number (909) 869-3070 into your cell phone to reduce emergency response time and provide one-touch dialing in any emergency.*

A professional police dispatcher and sworn police officers are on-duty 24 hours a day, year-round, to answer your call and to provide assistance.

The [Cal Poly Pomona Police Department Policy Manual](#) outlines how UPD documents reports of crimes and details UPD's procedures for responding to reports of crimes and other emergencies.

### Additional Option for Reporting Sexual Violence

Although UPD strives to maintain a safe and sensitive environment for survivors to report crimes, other campus personnel are available to assist persons who may not wish to contact the police. Acts of sexual violence, including sexual assault, dating violence, domestic violence, and stalking, may also be reported to the Title IX Coordinator.

Title IX Coordinator	Dawnita Franklin Student Services Building (121-2701) – 2 <sup>nd</sup> Fl., West side	(909) 869-4646 Mon-Fri, 8:00 a.m.-5:00 p.m. <a href="mailto:dfranklin@cpp.edu">dfranklin@cpp.edu</a> <i>After hours contacts provided in recorded message</i>
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If an incident of sexual assault, dating violence, domestic violence, or stalking is reported to UPD or Title IX, police officers or the Title IX Coordinator will provide the complainant with written information regarding their rights and options.

Cal Poly Pomona has two survivor advocates in our Survivor Advocacy Services (SAS) department and offers 24/7 crisis and support services through our Counseling and Psychological Services (CAPS) department. Use of these services does not require a police report, and the survivor advocate can maintain confidentiality if desired.

#### Hate Motivated Crimes and Incidents

Students or employees experiencing or receiving a report of a hate crime or bias-motivated incident are urged to report it to UPD immediately. For additional support and resources, you may contact the campus offices listed below.

Office of Equity and Compliance (OEC)	(909) 869-4646
EODA/Human Resources Operations	(909) 869-3729

#### Community Hate Crime Resources

California Attorney General’s Office - Victim’s Services Unit	(877) 433-9069
	<a href="mailto:VictimServices@doj.ca.gov">VictimServices@doj.ca.gov</a>
	<a href="https://www.oag.ca.gov/victimservices">https://www.oag.ca.gov/victimservices</a>
L.A. County Commission on Human Relations	(213) 738-2788
	<a href="https://hrc.lacounty.gov/">https://hrc.lacounty.gov/</a>

Prevention Resource: [Hate Crimes Brochure - What You Need to Know to Protect Yourself and Others](#)

#### Importance of Reporting

Criminal activity and other emergencies should be reported for purposes of providing the victim/survivor with resources and support and assessing whether the campus community needs to be alerted to a potential ongoing threat. Crime reporting is critical as it may prevent future crimes, protect the community, and increase the likelihood of apprehension and adjudication of perpetrators.

## **VOLUNTARY AND CONFIDENTIAL REPORTING**

UPD will accept voluntary, confidential reports of crime from a victim or witness for purposes of inclusion in the university’s ASR. A voluntary, confidential report may be made directly to UPD by calling the Cal Poly Pomona Police Dispatch/Communications Center at (909) 869-3070 or visiting UPD person at Building 109. Should the victim or witness request confidentiality, the police officer completing the report will follow procedures to enter the reporting party name as Confidential. This ensures the report is

captured in the ASR statistics while protecting the confidentiality of the victim or witness who is making the report.

The University supports the practice of its licensed professional counselors informing individuals about any voluntary, confidential reporting options available to them. Counselors are encouraged to inform individuals of all reporting options, including those that are voluntary and confidential. Every attempt is made to encourage reporting where the information is otherwise privileged. Any reporting is at the discretion of the individual receiving counseling.

Policies and procedures related to voluntary and confidential reporting of sexual misconduct to the Office of Equity and Compliance (OEC)/Title IX are described in detail in the Sexual Violence section of this report.

## CRIME OF VIOLENCE DISCLOSURES

Cal Poly Pomona will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such a victim shall be treated as the alleged victim.

## CALIFORNIA EDUCATION CODE SECTION 67380(A)(6)(A)

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

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

## TIMELY WARNING POLICY

This policy describes the procedures that will be used to provide members of the community with information to aid in preventing them from becoming victims of crimes posing a serious or ongoing threat to the Campus communities. It is intended to provide faculty, staff, and students with timely information

about Clery reportable crimes occurring within the defined Clery Geography of their Campuses, and to comply with the Timely Warning requirements of the Jeanne Clery Act.

As required by the Clery Act, CSU Campuses will keep their Campus communities informed by providing a timely warning when appropriate.

- Upon receipt of a Campus Security Authority (CSA) report of a Clery crime on Clery Geography, a Timely Warning analysis shall be completed and documented by the Clery Director. The Clery Director shall have authority to delegate this responsibility as appropriate. It is not necessary to complete and document a Timely Warning analysis for referrals to disciplinary action.
- If it is determined that the report includes a Clery crime on Clery Geography, the Clery Director and Chief of Police (or management designee) will confer to analyze the known pertinent facts to determine whether they constitute a serious or ongoing threat to the Campus community. The unavailability of the Clery Director shall not unduly delay the issuance of a Timely Warning.
- If a CSA report includes 1) a Clery crime 2) on Clery Geography and 3) a discernible serious or ongoing threat, a timely warning as described below shall be issued expeditiously.
- In the absence of any of these three elements, no timely warning will be issued.
- The Chief of Police (or the management designee) shall have ultimate authority and responsibility for determining whether to issue a Timely Warning.

Each reported incident must be analyzed on a case-by-case basis. All known factors shall be considered in the case-by-case analysis to determine whether a timely warning should be issued. No single factor should govern the decision regarding the issuance of a timely warning. Campuses are prohibited from circumventing a case-by-case analysis by issuing a blanket rule that timely warnings will be issued for all reports of any given Clery reportable crime. Requests from an outside law enforcement agency to refrain from issuing a timely warning is insufficient grounds on its own for not issuing or delaying the issuing of a timely warning, unless the Chief of Police concurs that by issuing a timely warning, an identified risk can be articulated that would compromise the law enforcement efforts of the outside agency investigating the crime to gather evidence and/or apprehend suspect(s).

The case-by-case analysis will involve reviewing relevant factors including, but not limited to, the following, if known:

- The timing of the report: shortly after the occurrence of the crime vs. days or weeks after the occurrence of the crime, i.e., a "cold report"
- Physical injury to the victim
- Use of weapons
- Forced entry used and/or tools used in commission of the crime
- A suspect arrested or incapacitated by injury
- A suspect that is identified or otherwise can be located by law enforcement
- A suspect that is out of the area
- A victim who fears for their safety from the suspect
- A clear modus operandi and/or pre-planning indicated



- Multiple suspect(s) involved
- A pattern of similar crimes established
- The possible risk of compromising law enforcement efforts, such as to gather evidence and/or apprehend suspect(s), if a warning was issued

### **Additional Considerations**

The Clery Director (or management designee) shall notify the Campus president, as soon as practical, that a timely warning will be or has been issued.

The Chief of Police (or management designee) is responsible for collaborating with surrounding law enforcement agencies to encourage them to share information with University Police Department (UPD) about crimes reported to local law enforcement that occur in Clery Geography.

Nothing in this policy precludes Campuses from maintaining a Campus policy about informing, re-publicizing and/or sharing with the Campus community crimes or other informational notices, (e.g., traffic advisories, events, prevention information) the Campus deems may be of interest to the Campus community. Such a policy is separate and distinct from the Timely Warning Policy. Such notices must differ in appearance or be distributed in a manner that assures that members of the community understand such notices are different from a timely warning notification required by the Clery Act; members of the Campus community should not be misled to believe such notices are timely warnings.

### **Contents of a Timely Warning**

When a timely warning is issued it shall be entitled "Timely Warning Crime Bulletin" and contain the following:

- A statement that reads, "This Timely Warning Bulletin is being issued in compliance with the Jeanne Clery Act and the purpose is to provide preventative information to the Campus community to aid members from becoming the victim of a similar crime."
- Identify the Clery reportable crime that occurred (i.e., rape, burglary, motor vehicle theft, arson, etc.)
- The date, time, and location the crime occurred
- The date the Timely Warning Bulletin is issued
- Description of the suspect when deemed appropriate, and if there is sufficient detail. Only include a description of the suspect when the descriptors provided by the reporting party could reasonably lead to conclusive identification of the perpetrator(s)
- At least three preventative tips or points of information specifically related to the circumstances of the crime which occurred that could help others from becoming the victim of a similar crime
- The phone number of UPD and a statement encouraging community members to report all information about crimes to UPD
- If appropriate, the phone number of support services

The Timely Warning shall not include, under any circumstances, the name of the victim, or information so specific (i.e., specific address or dorm room number or floor) that would or likely could identify the victim of the crimes of Sexual Violence, Rape, Dating Violence, Domestic Violence, or Stalking. Timely Warning Bulletins should use gender-inclusive and culturally appropriate language and avoid victim blaming and bias language.

### **Methods of Distribution**

Timely warnings will be distributed as quickly as possible in a manner that will likely reach the entire Campus community. Distribution methods vary from Campus to Campus and include, but are not limited to, any of the following:

1. All employee and student email distribution
2. University website
3. Public area video display monitors
4. Hard copies posted on Campus building entrance doors
5. Press Release

Cal Poly Pomona may use the following additional distribution method for timely warnings:

- UPD website

This list is not intended to be exhaustive or intended to prioritize the method of distribution. The Chief of Police will confer with the Clery Director (or management designee), if available, to determine the most appropriate method(s) to distribute a Timely Warning. In the absence of the Clery Director (or management designee), the Chief of Police will determine the appropriate method of distribution. Campuses are required to maintain a list of the methods of distribution for timely warnings and include said list in the Campus's Annual Security Report.

At CPP, the Chief of Police (or management designee) is responsible for the transmission of Timely Warnings and Community Safety Advisories, which are typically distributed to all students and employees via the UPD email, [police@cpp.edu](mailto:police@cpp.edu). If the Chief of Police is unavailable, or otherwise unable to distribute the email, the Strategic Communications management designee may distribute the Timely Warning email.

## **EMERGENCY NOTIFICATION POLICY**

This policy describes the procedures that will be used to immediately notify the Campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or employees occurring on the Campus, as required by the Clery Act.

Any member of the Campus community with information believed to constitute a significant emergency or a dangerous situation that poses an imminent or immediate threat shall report the information to

University Police Department (UPD) and/or by calling "911." Examples include, but are not limited to, the following types of incidents:

- Severe weather warning (e.g., flash flooding, tsunami, hurricane, etc.)
- Environmental emergency within an on-campus facility (e.g., hazardous chemical spill, fire, earthquake, building collapse)
- Criminal activity with an imminent threat to Campus community (e.g., active shooter, murder, fleeing suspect with a weapon)
- Public Health Emergency (e.g., measles outbreak, swine flu outbreak, etc.)

Once UPD has received the report, the Chief of Police (or management designee) will, without delay and taking into account the safety of the community, confer with any appropriate public official (e.g., fire chief, health department) and any Campus officials responsible for managing the on-campus emergency, if available, to confirm both: 1) a legitimate emergency or dangerous situation exists impacting on-Campus geography; and 2) the emergency or dangerous situation poses an immediate or imminent threat to members of the on-campus community. This confirmation process may include, but is not limited to, visual observation, officer investigation, the assistance of key Campus administrators, local or Campus first responders, and/or official government reporting through agencies such as the National Weather Service.

If both of the above factors are not met, no emergency notification is required. If it is determined that both of the above factors are met, then an emergency notification as described below shall be issued. The Chief of Police (or management designee) will confer with the Clery Director, if available, to prepare the content of the notification and determine which members of the Campus community are threatened and need to be notified. The content of the message will be developed based on a careful but swift analysis of the most critical facts.

Once the notification is prepared, the Chief of Police and/or the Clery Director (or their management designees) will, without delay and taking into account the safety of the community, transmit the emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate, life saving measures. If an emergency notification is issued, a timely warning shall not be issued for the same incident.

### **Contents of the Emergency Notification**

The emergency notification shall contain the following information:

1. A statement as to what the emergency or dangerous situation is, in specific terms (e.g., chemical spill, active shooter, building fire)
2. A statement providing direction as to what actions the receiver of the message should take to ensure their own safety
3. A statement as to where or when additional information may be obtained

The Chief of Police and/or Clery Director (or management designees) will provide updates to the emergency notification with pertinent updates or direction to persons for their safety when new information becomes available. Updates will be provided in regular intervals until the emergency has been mitigated or no longer poses an imminent threat, e.g., fire is out, and building has re-opened.

### **Methods of Distribution**

Emergency Notifications will be distributed as quickly as possible in a manner that will likely reach the segment(s) of the on-campus community threatened by the emergency. Segmentation will be considered by the Chief of Police (or management designee) by evaluating which persons are likely to be at risk based on the circumstances at the time and notifying those persons. Segmentation should not be considered if making this determination would delay issuing the emergency notification. The Chief will determine if notification to the larger community is appropriate. Distribution methods, including distribution to the larger community, vary from Campus to Campus and depending on the nature of the emergency, may include:

- A Campus mass notification system, including but not limited to phone, Campus email, or text messaging. Systems should provide currently enrolled students, faculty and staff the ability to adjust their subscription preferences to select multiple contact methods from text messages, emails and phone calls, or if desired, to 'opt out' of the service and not receive any notifications
- Audio/visual message boards
- Audible alarms/sirens
- Campus public address systems
- In person or door-to-door notifications in a building or residence halls
- Local media
- Social media
- Other means appropriate under the circumstances, which campuses shall disclose in their ASRs as applicable.

### **Testing and Evacuation System**

Testing of the Emergency Notification System and evacuation will be done at least once annually. The tests may be announced or unannounced. Tests must be scheduled, contain drills, exercises and appropriate follow-through activities, and be designed for assessment and evaluations of emergency plans and capabilities. However, the campus emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Each Test will be documented to include a description of the exercise, the date of the Test, the start and end times of the Test, and whether the Test was announced or unannounced. The California State University Emergency Management policy describes these Tests and defines responsibility for their completion. A copy of the documentation will be provided to the Clery Director.

The campus Emergency Manager is responsible for scheduling drills and appropriate follow-through activities. These activities are designed to assess and evaluate emergency plans, readiness, and capabilities. The Emergency Manager works in collaboration with student residential housing staff and

other campus partners to conduct evacuation drills to meet legal requirements and provides training for targeted audiences.

### **Community Safety Advisories**

Community Safety Advisories may be issued at the discretion of the Chief of Police (or management designee) and in consultation with the Clery Director and Strategic Communications when feasible. The purpose of these advisories is to provide information about an incident that occurred on or near campus that does not pose an immediate or continuing threat or otherwise meet the criteria of a Timely Warning or Emergency Notification, but still affects the safety and security interests of the University community. A Community Safety Advisory is transmitted by the Chief of Police (or management designee) via the UPD email address to provide clarity on an incident and/or to increase awareness and provide preventive information.

## **SECURITY OF AND ACCESS TO CAMPUS FACILITIES, AND SECURITY CONSIDERATIONS FOR THE MAINTENANCE OF CAMPUS FACILITIES**

Per the [University Key Issuance and Control Policy](#), as a state-supported institution, Cal Poly Pomona is committed to ensuring access to its buildings and facilities to promote the smooth operation and educational mission of the University while maintaining the security of its buildings and facilities and their contents and other University property and records, and to protect the safety of all members of the University community.

The Vice President for Administrative Affairs has overall responsibility for campus buildings and facilities. UPD has primary responsibility for the safety of persons and the security of University buildings and property. The Facilities Planning and Management Department has responsibility for the maintenance of locks, lock hardware, issuing of keys, record-keeping, coding and storing of keys, and similar devices.

The designated Approving Authority per the Key Issuance and Control Policy has the responsibility to ensure that keys are issued to individual users in accordance with the Key Issuance and Control Policy. The person to whom a key(s) is issued is responsible to use the key(s), provide notice of a lost key(s), return the key(s), and otherwise comply with the requirements of the Policy and written procedures.

The [Interim Systemwide Time, Place and Manner Policy](#) with the [CPP Campus Addendum](#) provides additional guidance concerning authorized access and use of University buildings, facilities, and property. This policy defines the use of campus buildings and grounds for purposes of commercial transactions and solicitation, non-commercial transactions and solicitation, freedom of expression activities, amplified sound, and posting or chalking, including the distribution of handbills and circulars at Cal Poly Pomona. Effective August 21, 2024, this policy applies to all students and non-represented employees. The existing [Use of Grounds policy](#) will continue to apply for union-represented employees until the unions have completed the meet and confer process on the new Time, Place, and Manner policy.

### Campus Facilities - Academic and Administrative Buildings

Cal Poly Pomona is an open campus. Most campus buildings are accessible to students, employees, guests, and visitors at a minimum during normal business hours, Monday through Friday, and for limited designated hours during special events. Some buildings are open on a 24-hour basis. Many campus buildings have security access control and alarm systems that are operational during and/or after normal business hours. These buildings have various access levels and authorization requirements depending on security and access permissions and operational needs.

UPD officers patrol campus buildings on a regular basis. Police dispatchers monitor designated alarms and respond to certain designated priority alarm activations 24 hours a day, 7 days a week.

Identification and sign-in or registration for campus buildings are generally not required. Some departments require prior approval for students requiring after-hours access. Students in these facilities after hours are required to carry documentation of authorization and photo identification. Staff and faculty working after hours should carry employee identification. Anyone working after business hours in alarmed facilities should notify UPD at (909) 869-3070. For questions or for more information, contact the building Dean's office or department head, or contact UPD at (909) 869-3070.

### Alarm and Access Control

The Division of Information Technology (IT) is responsible for the management of campus alarm and access systems. UPD retains responsibility for response to alarm activations. IT and UPD should be jointly involved in all new alarm and access installations to determine the best security controls for the given environment, as well as to ensure compatibility with campus systems.

You may find procedures for door access requests, installation guidance, or repair requests online at: <https://www.cpp.edu/police/programs-and-services/alarm-and-access-control.shtml>

### Security Of and Access to Campus Student Residence Halls

University Housing Services policies restrict access to University Housing facilities to residents, their approved and escorted guests, and other approved members of the campus community. Residents gain entry by utilizing a key or their access card via an access control system. On-campus Student Housing facilities have varied security systems. The Traditional Residence Halls (dorms) are primarily key access, with the exception of some interior secured areas (e.g., front desk, Residence Hall Coordinators office). Phase 1 of the Residential Suites utilizes a card access system on all front lobby doors with key entry at entry to suites and interior bedrooms. Phase 2 Residential Suites employ card access at the front lobby doors and entry to suites, with key access at interior bedroom doors. The Residential Halls are all card access and are part of the one-card system. Foundation Housing Services, Inc. (Village) apartments employ a key entry system in all complex common areas, apartment front doors, and interior bedrooms.

Per the University Housing License Agreement and at Foundation Housing Services, Inc. (University Village Apartments), residents shall not allow visitors or guests to enter University Housing facilities except as permitted per the policies, regulations, and community guidelines. Providing access to buildings to those other than residents or staff who have a key or card, or attended guests, by any means

is prohibited. Guests must be escorted at all times, including when they are in the resident's room. Overnight guests must be registered with University Housing Services.

All University Housing Services buildings/residences are locked 24 hours per day. Call phones are located outside the main front entrance of each residence hall and suites to reach a Resident Advisor On Duty or front desk. A professional staff Area Coordinator is on-duty 24 hours a day should there be an immediate security or other safety concern. Foundation Housing Services, Inc. (Village) complex common areas are unlocked during business hours (M-F, 8AM-5PM). After 5PM, residents can access the Recreation Center and Laundry Room utilizing their apartment keys. Foundation Housing Services, Inc. (Village) has RAs on duty from 4:30PM to 8:00AM the following day and 24 hours on weekends/holidays, and a professional staff member is on-duty 24 hours a day should there be an immediate security or other safety concern.

University Housing security is monitored by University Housing Services professional staff and student on-duty Residence Life personnel. UPD Student-Assistants provide additional security presence and patrol during designated nighttime hours primarily in exterior areas. They may also conduct interior rounds in coordination with Residence Life student staff. University Housing and Foundation Housing Services, Inc. exterior areas are patrolled by police officers on a regular basis. University Housing Services and Foundation Housing Services, Inc. also enforce security measures to enhance safety and work with residents to maintain a positive residential community respectful of individual and group rights.

The University employs video cameras in some areas of the campus, including some student residence facilities. Although, video is not monitored in real time, video surveillance footage is an effective tool as a crime deterrent and is utilized, when possible, to aid in police investigations.

#### Security Considerations for the Maintenance of Campus Facilities

The University makes every effort to design and maintain campus facilities and grounds to promote safety, prevent crime, and minimize hazardous conditions. Particular attention is given to crime prevention in the maintenance of facilities, landscaping, and exterior lighting. Facilities Management maintains the University buildings and grounds. Campus facilities are inspected on a regular basis and repairs that affect safety and security are made promptly. Campus groundskeepers are mindful of security and safety concerns, keeping vegetation controlled around lighting facilities and along campus walkways and roadways on a regular schedule. Strategies and concepts of crime prevention through environmental design are considered in the design and construction of new facilities. UPD police officer and auxiliary employees regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Members of the campus community are encouraged to report safety-related facilities issues promptly to UPD at (909) 869-3070 or [police@cpp.edu](mailto:police@cpp.edu) for immediate attention or to Facilities Management at (909) 869-3030.

### Access to Campus Facilities for Events

All special events on campus must have prior authorization. Some special events require UPD approval and may require police, security, or parking staffing based on a risk management assessment (e.g., alcohol service, number of attendees, security concerns, parking, and traffic impacts).

### Campus Special Events Contact Information

Department	Event Venue	Contact	Website
License of Facilities	Campus-wide	(909) 979-4446	<a href="#">License of Facilities</a>
Bronco Leadership Center (BLC, formerly SELS),	Outdoor & Indoor Spaces, Vendors	(909) 869-2841	<a href="#">Bronco Leadership Center</a>
Associated Students, Inc. (ASI)	Bronco Student Center and Bronco Recreation & Intramural Complex (BRIC)	(909) 869-2847	<a href="#">Facility Reservations - ASI Cal Poly Pomona</a>
Cal Poly Pomona Enterprises	Kellogg West	(909) 869-2222	<a href="#">Kellogg West Conference Center &amp; Hotel - Pomona Hotel</a>
Cal Poly Pomona Enterprises	Kellogg House Pomona	(909) 869-3004	<a href="#">Kellogg House at Cal Poly Pomona</a>
University Police Department (UPD)	Campus wide	(909) 869-4631	<a href="#">Event Services</a>

## SYSTEMWIDE LAW ENFORCEMENT POLICY, LAW ENFORCEMENT AUTHORITY

Persons employed and compensated as members of a California State University police department, when so appointed and duly sworn, are peace officers. However, such peace officers shall not exercise their powers or authority<sup>1</sup> except (a) at the headquarters or upon any campus of the California State University and in an area within one mile of the exterior boundaries of each campus or the headquarters, and in or about other grounds or properties owned, operated, controlled, or administered by the California State University, or by trustees or the state on behalf of the California State University, and (b) as provided in Section 830.2 of the Penal Code.

The arrest authority outside the jurisdiction of the CSU Police Department includes (Penal Code § 830.2(c); Penal Code § 836):

- a. When the officer has probable cause to believe the person committed a felony.

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<sup>1</sup> Including the authority to make arrests.



- b. When the officer has probable cause to believe the person has committed a misdemeanor in the presence of the officer and the officer reasonably believes there is immediate danger to person or property or of escape.
- c. When the officer has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized even if not committed in the presence of the officer such as certain domestic violence offenses and there is immediate danger to person or property or of escape or the arrest is mandated by statute.
- d. When authorized by a cross jurisdictional agreement with the jurisdiction in which the arrest is made.
- e. In compliance with an arrest warrant.

On duty arrests will not generally be made outside the jurisdiction of this department except in cases of hot or fresh pursuit, while following up on crimes committed within the State, or while assisting another agency.

On duty officers who discover criminal activity outside the jurisdiction of the State should when circumstances permit, consider contacting the agency having primary jurisdiction before attempting an arrest.

California State University encourages accurate and prompt reporting of crime. All members of the campus community are encouraged to promptly contact the UPD and/or other appropriate police agencies when they have been the victim of, or have witnessed criminal actions, including when the victim of crime elects to or is unable to make such a report.

#### Administrative Agreement (MOU) and Mutual Aid

An Administrative Agreement (MOU) between the Cal Poly Pomona UPD, City of Pomona Police Department, and Los Angeles Sheriff's Department (LASD), titled the Law Enforcement Jurisdiction and Criminal Investigations at the University, defines and details operational authority pursuant to the Kristin Smart Campus Safety Act of 1998, Education Code SB 1729. Refer to the Kristin Smart Act in its entirety in Education Code § 67381 for details. This agreement designates which law enforcement agency has operational responsibility for the investigation of alleged violent crimes (Part 1 crimes) and defines the specific geographical boundaries of each agency's operational responsibility.

UPD has mutual aid agreements and cooperates fully with local and state law enforcement agencies, including the City of Pomona Police Department, the Los Angeles County Sheriff and Fire Departments, and the California Highway Patrol. Crimes committed in other jurisdictions are generally reported to the police agency where the offenses occurred, although UPD may assist in the investigation of such crimes if warranted. UPD investigators meet with area law enforcement representatives to share information regarding criminal activity, law enforcement intelligence, and trends. UPD also collaborates with the California State University, and other campus law enforcement, public safety, and security offices to enhance investigations and crime prevention activities.

By mutual agreement, the Los Angeles County Sheriff's Department and the forty-seven (47) local police departments within the county have agreed to provide each other with mutual aid in the event of a major unplanned event which would impact law enforcement resources. The area is divided into eight

geographic areas (designated Area “A”-“H”). Cal Poly Pomona UPD is part of Area “D,” with Azusa PD serving as the Area “D” lead agency and LASD Walnut as UPD’s contact station.

## SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Cal Poly Pomona offers security awareness programs designed to: 1) inform the campus community about University security policies, procedures, and practices, and 2) encourage students and employees to take responsibility for their own security and the security of others, when possible. Collectively, these programs support the University’s priority to maintain a safe environment in support of the academic mission of the University and to promote the safety and well-being of campus community members and visitors. Many campus departments, both independently and collaboratively, provide a wide range of programs, workshops, training, and presentations toward this end. The frequency of these programs is dependent on the program type and audience, and may be annually, bi-annually, ongoing (e.g., for new employees), and/or by request.

While providing these programs are functional services of UPD, security awareness and crime prevention programs are also conducted by Emergency Management (a unit within UPD), the Office of Equity and Compliance (OEC/Title IX), Student Health and Wellness Services, Counseling and Psychological Services (CAPS), Survivor Advocacy Services (SAS), University Housing Services (UHS), Foundation Housing Services, Inc. (the Village), the Office of New Student and Family Engagement (formerly Orientation Services), Risk Management, and Environmental Health and Safety. Collectively, UPD and campus partners provide a comprehensive program via ongoing new student and employee orientation, training, workshops, presentations, events, and campaigns in a range of settings. Below is additional information regarding these departments and the programs offered.

### Emergency Preparedness and Safety Training

The Office of Emergency Management and UPD conduct ongoing trainings on preparation, response, and recovery to critical incidents and potential threats. Training topics include (but are not limited to) the following: major disasters, earthquakes, fire safety, evacuation, evacuation tips, evacuation for persons with access and functional needs, disaster preparedness, shelter in place, response to potential threats, bomb threats, suspicious persons, suspicious packages, and active shooters. These trainings improve both individual and collective readiness and response to a range of emergencies and critical incidents. Trainings are available throughout the year by request by filling out the Training Request Forms found at: <https://www.cpp.edu/em/trainings-and-demonstrations.shtml>. Contact Emergency Management and Business Continuity at (909) 869-4022 or by email at [em@cpp.edu](mailto:em@cpp.edu) or UPD at (909) 869-3070 or [police@cpp.edu](mailto:police@cpp.edu), if you have questions or trouble accessing the request forms.

### Orientation – New Student, Transfer Student and Parent Health & Safety Panel and New Faculty

#### Orientation

Representatives from UPD, Student Health Services, Counseling and Psychological Services (CAPS), the Office of Equity and Compliance, and Student Conduct & Integrity provide Health and Safety training at all new and transfer student orientations and parent orientations on an annual basis. The training purpose is to increase education and awareness regarding a range of health, safety, and security

concerns, communicate laws and campus policies, and provide information to aid students in keeping themselves, others, and our community safe. UPD also provides annual training at all new faculty orientations.

#### University Housing/Village Residential Education Staff and Student Training and Programs

UPD and professional staff collaborate with University Housing and Enterprise Housing at the Village to provide safety and security training, education and awareness programs for professional staff, student resident advisors/student leaders, and student residents.

UPD, the Office of Emergency Management and Business Continuity, and Housing professional staff conduct annual staff training for Residence Life professional staff and all Resident and Community Advisors. Ongoing training and educational programs are provided to students and staff upon request by UPD, Wellness Center health educators, and other campus partners. These programs focus on security policies, evacuation procedures, emergency response, legal and safe alcohol use, and other relevant topics.

As circumstances warrant, programs may be provided to address specific incidents, security issues, or crime trends that may affect various campus constituencies either by request or when warranted.

University Housing Services annually publishes and distributes safety information to all residents. UPD and University Housing partner to provide both active and passive ongoing safety related programs. Programs and active and passive campaigns may include topics such as Safe Party, DUI risks and consequences, sexual assault prevention and resources, theft prevention, community safety, and interactive alcohol awareness activities (e.g., beer simulation goggles).

#### Associated Students, Inc. (ASI) – Bronco Student Center (BSC), Bronco Recreation & Intramural Complex (BRIC)

All ASI staff receive annual training on building safety and security, emergency preparedness, and evacuation procedures to promote safe facilities and effective emergency response. Safety and security topics and any current issues or concerns are addressed during staff meetings.

#### Safety and Security Consultations

UPD staff conduct office and building security and safety consultations by request. Consultations may include physical space assessments and recommendations, identifying options for emergency egress, and security needs. Departments are strongly encouraged to consult with UPD and Information Technology if installing alarm or access systems, video systems, or implementing new security protocols.

#### First Aid/CPR/AED Training

ASI is an authorized provider for the American Red Cross and offers to the campus community CPR, First Aid, AED, and Lifeguard certification courses including Instructor-level courses throughout the year.

#### Environmental Health and Safety Employee Safety and Security Training

Environmental Health and Safety (EH&S) is responsible for planning, implementing, and administering

the University Environmental Health and Safety Program and for providing technical consultation, training, and inspection to ultimately ensure compliance with established laws. Compliance with these laws fosters a safe place to work, study, and/or visit for faculty, staff, students, and visitors while supporting innovation and creativity within academic programs.

In addition to consultation, EH&S provides a variety of safety and security awareness trainings for employees, both on-line and in person on an ongoing basis, and by request. Safety training and refresher trainings are provided based on regulatory requirements and/or industry best practices based on employee work assignments. For more information, contact EH&S at (909) 869-4697 or email [EHS@cpp.edu](mailto:EHS@cpp.edu).

## **CRIME PREVENTION PROGRAMS**

Crime prevention is a key component in maintaining a safe campus. University crime prevention programs aim to engage campus community members, individually and as a collective, to take personal responsibility for their own safety and security, and the safety and security of others. While crime prevention is a functional service of the UPD Department (UPD), an effective crime prevention program relies upon the active participation of, and collaborative partnerships between UPD, stakeholders across departments and divisions, and campus community members. We all have responsibility for, and play an important role in, creating and maintaining a safe campus.

UPD, the Office of Equity and Compliance (OEC), Survivor Advocacy Services (SAS), Student Health and Wellness Services, and Counseling and Psychological Services (CAPS), the Bronco Leadership Center (BLC, formerly SELS), Fraternities and Sorority Life, University Housing, Foundation Housing/the Village, and other departments provide a range of crime prevention education and awareness programs for students, staff, and faculty.

Crime prevention topics include (but are not limited to): Sexual violence (sexual assault, dating violence, domestic violence, stalking), bystander intervention, Safe Party, alcohol and other drugs, alcohol and drug recognition for residence life staff, legal and safe alcohol use with simulated beer goggles, emergency preparedness, self-defense, workplace violence, sexual harassment, identity theft, office safety and security, theft prevention, personal safety, dealing with difficult people, dealing with people in crisis, and mental health First Aid.

Members of UPD also conduct safety and security awareness and crime prevention presentations for campus departments and student organizations upon request. During these presentations, the following topics or information may be provided: common crimes on campus and crime prevention tips, campus security procedures or practices, including encouraging participants to be responsible for their own security and the security of others by taking preventive measures. UPD consistently conveys the message “See Something, Say Something” which promotes vigilance, and encourages the prompt reporting of suspicious activity or persons. UPD participates in campus events, such as U-Hour tabling, Resource Fairs, BroncoFusion, new or prospective student events and showcases, and student and

campus resource fairs to increase security awareness and address questions related to security, crime trends, and campus safety.

#### Safety Escort Program

The safety escort service is available from your class to a safe campus destination such as to your vehicle parked on campus, Residential Hall/ Suite, or the University Village. **Safety escort services are available 24 hours a day, 7 days a week, including weekends, holidays, and breaks.**

To request a safety escort, contact the UPD Dispatcher at **(909) 869-3070**. Be prepared to provide your name, clothing description, and starting and ending locations.

Safety escorts are provided on a first come, first serve basis. Please allow some time for the UPD student assistant or officer to arrive to your location. If there are a group of people requesting an escort, there may be additional wait times – an alternative is to use the Bronco Express or walk together.

Use of the escort service is encouraged to enhance personal safety, however, is not intended for use simply as a means of transportation. Abuse of the service can affect response times for legitimate purposes. Walking with a friend or in groups, taking the Bronco Express, and staying in well-lit, frequently traveled areas are also recommended safety practices.

#### Students of Concern Team (formerly Behavioral Intervention Team or BIT)

The Students of Concern Team, comprised of staff members from across campus who are training using national standards and best practices, meet weekly to provide early intervention for at-risk students through collaboration with on- and off- campus resources, faculty, staff, and administration. The Team also consults with faculty and staff on concerning student behavior and provides training and presentations on how to effectively respond to students of concern. To refer a student who may need intervention to the Students of Concern Team, you may submit a [Students of Concern Referral Form](#). For more information about the team, go to the [Care Center](#) website or call (909) 979-5522.

#### Social Media, Digital Media, and Outreach

UPD works closely with Strategic Communications on the timely and appropriate release of information to prevent crime and enhance the safety of the community. Cal Poly Pomona Strategic Communications has an active social media presence through @calpolypomona across applications (e.g., Facebook, Instagram, X, LinkedIn). While social media is used to communicate a broad range of campus-related information and engage the campus and broader community, it is also a very powerful tool in informing the community about crime prevention measures, safety, and preparedness information, encouraging reporting (“If You See Something, Say Something”), and relaying time sensitive information.

UPD and Emergency Management actively use their own Instagram accounts to increase social media presence and conduct event tabling and other community outreach activities (e.g., Coffee with a Cop). Campus safety partners also host safety fairs and other events.

The [Poly Post](#), [CPP News](#), and University web pages provide ongoing information regarding safety, crime prevention, emergency preparedness, and campus safety issues. Email and email newsletters are also used to relay urgent information as well as general safety information. Crime prevention and health and safety information is available online and at offices throughout the campus, such as UPD, Student Health Services, Counseling and Psychological Services (CAPS), Survivor Advocacy Services (SAS), and the Office of Equity and Compliance (OEC). Print materials are widely distributed at resource fairs, student and parent orientation, and other campus events.

**Crime Prevention, Security Awareness, and Substance Abuse Awareness Programs**

University departments provide a broad range of education and awareness programs throughout the year. Although UPD has primary functional responsibility for crime prevention, the active engagement of campus departments and stakeholders collectively provide a comprehensive approach to crime prevention and security awareness to ensure both a wide reach and targeted approach to educate and inform our community.

The tables below highlight some of the campus’ primary prevention and awareness programs offered in calendar year 2023. The following program types are included:

- Crime Prevention Programs (CP) - Programs designed to inform students and employees about crime prevention.
- Security Awareness Programs (SA) - Programs offered to inform the campus community about campus security procedures and practices and to encourage campus community members to be responsible for their own security.
- Substance Abuse Awareness Programs (SAA) - Drug and alcohol abuse programs, including substance abuse free events.
- Violence Against Women Act (VAWA)

**University Police (UPD) and Emergency Management**

<b>Program Title</b>	<b>Responsible Dept</b>	<b>Program Type (CP, SA, SAA)</b>	<b>Description</b>	<b>Frequency</b>	<b>Target Audience</b>	<b>Evidence Based? (Y/N)</b>
Health & Safety for Students	UPD; Orientation	CP, SA	Crime prevention, safety, sexual violence, student conduct code, policies, campus mental health resources	Annually	New Students, Parents	Y
Workplace Violence/ Active Shooter Training	UPD, Campus Wide	CP, SA	Types of workplace violence and armed intruder/active shooter preparedness, prevention, and response; Active Shooter	Annually, By Request	Residence Life staff, Students, Staff, Faculty, Administrators	Y

<b>Program Title</b>	<b>Responsible Dept</b>	<b>Program Type (CP, SA, SAA)</b>	<b>Description</b>	<b>Frequency</b>	<b>Target Audience</b>	<b>Evidence Based? (Y/N)</b>
Alcohol Education and Awareness	UPD; Housing	CP, SA, SAA	Alcohol laws, University policies, safe and legal alcohol use, beer goggle activities	Annually, By Request	New Students – Housing RAs lead programs	Y
Drug Law Education and Awareness; Drug Recognition	UPD; Housing	CP, SA, SAA	Education regarding current drug laws, including marijuana laws, housing policies, and drug recognition component may be offered as part of RA training	Annually, By Request	Students, Student employees (RAs)	Y
Campus Safety Training	UPD, Campus Wide	CP, SA	Campus safety, evacuation, emergency preparedness, critical incident individual response concepts	Annually, By Request	Staff, Administrators, Student groups	Y
Self-Defense Workshops and R.A.D. Training	UPD, ASI, Campus Wide	CP, SA, SAA	Self-defense and sexual assault prevention concepts and techniques; Rape Aggression Defense Program	By Request	Students, Staff, Faculty	Y
Safety and Security Topics	UPD, Campus Wide	CP, SA, SAA	Presentations and trainings tailored to meet specific need or objectives (e.g., safety concerns, incident response or follow up, classroom presentations)	By Request	Students, Staff, Faculty	Y
Office Safety and Security	UPD, Campus Wide	CP, SA	Office safety site surveys and review of current safety protocols	By Request	Faculty, Staff, Administrators	Y
Emergency Preparedness, Response and Evacuation	UPD, Emergency Management Campus wide	SA	Presentations, workshops, training on emergency preparedness and response concepts and practical applications. Annual Training Academy for designated Evacuation Coordinators	Annual; By Request	Evacuation Coordinators; University Housing/Village; Students, Staff, and Faculty	Y
Business Continuity Workshops	UPD, Emergency Management		Business continuity overview, and importance within emergency management. Step-by-step process of	Monthly (at least);	Employees	Y

Program Title	Responsible Dept	Program Type (CP, SA, SAA)	Description	Frequency	Target Audience	Evidence Based? (Y/N)
	/Business Continuity		program and review of current plans. Workshop held virtually via Zoom platform.	By Request		

#### Student Health Services/Wellness Services (SHWS)

Program Title	Responsible Dept	Program Type (CP, SA, SAA)	Description	Frequency	Target Audience	Evidence Based? (Y/N)
All About Alcohol	SHWS	SAA	This interactive workshop covers all the essential information college students should have about alcohol, to help them make informed choices and reduce risk of negative consequences. Topics include: a standard drink, how alcohol works in the body, risky situations involving alcohol, and alcohol poisoning.	By Request	Students	Y
Marijuana and other Drugs	SHWS	SAA	This factual, straightforward presentation covers information on the most commonly used drugs, including street drugs and prescription drugs used recreationally and for performance enhancement. Information is provided regarding dependence and resources available to help.	By Request	Students	Y
Smart Recovery	SHWS	SAA	SMART (Self-Management and Recovery Training) emphasizes your own role in your recovery; Science-based program that provides SMART concepts and tools to help people recover from addictive behaviors.	By Semester	Students	Y
ATOD Coaching Sessions	SHWS	SAA	Individual coaching to discuss alcohol, tobacco, and other drugs.	By Request	Students	Y
Nicotine Replacement Therapy (NRT)	SHWS	SAA	Provide (NRT) products, which may be used to aid in quitting or reduced use of nicotine.	By Request	Students	Y



<b>Program Title</b>	<b>Responsible Dept</b>	<b>Program Type (CP, SA, SAA)</b>	<b>Description</b>	<b>Frequency</b>	<b>Target Audience</b>	<b>Evidence Based? (Y/N)</b>
Narcan	SHWS	SAA	Provide free Narcan to CPP community. Narcan is a medication used to reverse opioid overdose.	By Request	Students; Employees, Departments	Y
Fentanyl Testing strips	SHWS	SAA	Provide free Fentanyl testing strips, which may be used to test substance for the presence of fentanyl.	By Request	Students	Y
Here for the Boo-ooze	SHWS	SAA	Alcohol and other drug harm reduction program, including activities and demonstrations on standard drinks, blood alcohol concentration (BAC), alcohol poisoning, and responding to an alcohol overdose.	Annual	Students	Y
Spring Resource Festival	SHWS and Clery office	SAA	Provide information on drugs that may be used to facilitate sexual assault, affect decision-making in sexual activity, and cause incapacitation (how to identify). Provide NARCAN and fentanyl test strips.	Annual	Students	Y
Screen U- Alcohol	Student Health and Wellness Services	SAA	Individual assessment used to identify if a person is experiencing negative consequences due to alcohol use. Based on the responses, the user will receive non-judgmental feedback encouraging them to reflect on choices that may be putting them at risk for harmful consequences. Provides strategies to keep yourself and your friends safer.	Ongoing; Available throughout the Academic Year	Students	Y
Screen U - RX	SHWS	SAA	Individual assessment used to identify if a person is misusing prescription medication. Based on the responses, the user will receive non-judgmental feedback encouraging them to think about their choices that may be putting them at risk for harmful consequences. It can also provide ways to keep yourself and your friends safer.	Ongoing; Available throughout the Academic Year	Students	Y
Screen U- Cannabis	SHWS	SAA	Individual assessment used to identify if a person is experiencing negative	Ongoing; Available throughout	Students	Y

Program Title	Responsible Dept	Program Type (CP, SA, SAA)	Description	Frequency	Target Audience	Evidence Based? (Y/N)
			consequences because of cannabis use. Based on the responses, the user will receive non-judgmental feedback encouraging them to think about their choices that may be putting them at risk for harmful consequences. It can also provide ways to keep yourself and your friends safer.	the Academic Year		

University Housing Services (UHS)

Program Title	Responsible Dept	Program Type (CP, SA, SAA)	Description	Frequency	Target Audience	Evidence Based? (Y/N)
Resident Advisor Led Substance Abuse Awareness Programs	UHS	SAA	Educational event for students about Alcohol, Tobacco, and Other Drug Safety	Annual	Students	Y
Student Leader Training- Crime Prevention/Security Awareness Training	UHS	CP, SA	Training for Resident Advisors around Crime Prevention and Security Awareness	Annual	Students	Y
Student Leader Training- Substance Abuse Awareness Training	UHS	SAA	Training for Resident Advisors around Substance Abuse Awareness	Annual	Students	Y
Resident Advisor Led Security Awareness and Crime Prevention Training for Residents	UHS	CP, SA	Educational event for students about Alcohol, Tobacco, and Other Drug Safety	Annual	Students	Y

Fraternity and Sorority Life (FSL)

Program Title	Responsible Dept	Program Type (CP, SA, SAA)	Description	Frequency	Target Audience	Evidence Based? (Y/N)
Alcohol Awareness	FSL	SAA	10/11/23 - To educate and make students aware of the effects of alcohol and drug use. How to recognize and prevent	Bi-Annual	Students	Y

Program Title	Responsible Dept	Program Type (CP, SA, SAA)	Description	Frequency	Target Audience	Evidence Based? (Y/N)
			dangerous incidents of drug and alcohol use.			
Alcohol Awareness (Make - Up)	FSL	SAA	12/5/23 - For those not able to attend the first session.	Bi-Annual	Students	Y
FSL Spring Resource Fair	FSL	SAA	4/4/23, 4/13/24, 4/27/23 - FSL hosted a resource fair in collaboration with campus partners to provide information to the FSL community regarding campus services and programs.	By Request	Students	N
I Heart Me	FSL; Wellness Center	SA	2/14/23 - A sexual health resource fair in collaboration with other campus partners to educate students on various topics such as body image, platonic & romantic relationships, consent, and safe sex.	By Request	Students	N

Associated Students, Inc. (ASI)

Program Title	Responsible Dept	Program Type (CP, SA, SAA)	Description	Frequency	Target Audience	Evidence Based? (Y/N)
Mental Health First Aid	ASI	SAA	Mental Health First Aid is a skills-based training course that teaches participants about mental health and substance-use issues. The course discusses the signs and symptoms of mental health concerns and substance abuse.	Bi-Annual	Students; Employees	Y

University Village Apartments (Village)

Program Title	Responsible Dept	Program Type (CP, SA, SAA)	Description	Frequency	Target Audience	Evidence Based? (Y/N)
Safety at the Village	Village – ResEd	CP	Open program about how to be safe while living at the Village	Annually; By Need	Students	
Alcohol Awareness	Village – ResEd	CP, SAA	General alcohol education program presented in partnership with Wellness Services.	By Need	Students	
Watch your BAC! (Blood Alcohol Content)	Village – ResEd	SAA	Attendees learn important facts about alcohol and its effects.	By Need	Students	

**VIOLENCE AGAINST WOMEN ACT (VAWA) PROGRAMS**

<p><u>Sexual Assault, Domestic Violence, Dating Violence, and Stalking (VAWA - Violence Against Women Act)</u> Educational programs and campaigns to promote the awareness of these topics</p>
<p><b>*VAWA Program Types:</b> Primary prevention programs (PP), bystander intervention programs (BI), awareness programs (AP), risk reduction programs (RR), and ongoing prevention and awareness campaigns (OG)</p>
<p><b>**Effective Program Characteristics:</b> 1) culturally relevant, 2) inclusive of diverse communities and identities, 3) sustainable, 4) responsive to community needs, 5) informed by research or assessed for value, effectiveness or outcome; and 6) considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels</p>

Office of Equity and Compliance/Title IX (OEC)

Program Title	Responsible Dept	Type*	Description	Frequency	Target Audience	Effective Program Characteristics **
Title IX/Sexual Violence and related topics	OEC	OG	Sexual Violence training	Annual	New and returning students	2; 4-6
Eliminate Campus Sexual Misconduct	OEC	OG	Sexual violence (Sexual assault, domestic violence, dating violence, stalking) education	Annual	All Faculty, Staff & Administrators	2; 4-6

Program Title	Responsible Dept	Type*	Description	Frequency	Target Audience	Effective Program Characteristics **
			and prevention, training re: Title IX campus procedures, referral to on and off campus resources – hereafter Sexual Violence training			
Alternative to Title IX Online Training	OEC	OG	Sexual Violence training	Annual	All Students, Faculty, Staff & Administrators – not comfortable with online training material	2; 4-6
Title IX/Sexual Violence	OEC	OG	Sexual misconduct; Dating/domestic violence, healthy relationship behaviors, prevention, response and resources for Housing staff and student leaders.	Bi-Annual	Housing - Staff and Resident Advisors	2; 4-6
Title IX/Sexual Violence and Related Topics	OEC	OG	Sexual Violence training	By Request	Faculty, Staff – University Departments	2; 4-6
Title IX/Sexual Violence and Related Topics /Health & Safety	OEC	OG	Sexual Violence training	Annual	Orientation – All Incoming Students and Parents	2; 4-6
Title IX/Sexual Violence and Related Topics	OEC	OG	Sexual Violence training	Bi-Annual	Fraternity and Sorority Life	2; 4-6
Title IX/Sexual Violence and Related Topics	OEC	OG	Sexual Violence training	Bi-Annual	Athletics	2; 4-6
Sexual Boundaries and Desires	OEC & SAS	AP	Sexual Violence training	By Request	Students	2; 4-6
Title IX/Sexual Violence and Related Topics	OEC	OG	Sexual Violence training	By Request	Graduate Students and TA's	2; 4-6
Title IX/Sexual Violence and Related Topics	OEC	OG	Sexual Violence training	By Request	Campus Student Groups	2; 4-6
Title IX/Sexual Violence and Related Topics	OEC	OG	Sexual Violence training	By Request	Orientation – New Employees	2; 4-6

Program Title	Responsible Dept	Type*	Description	Frequency	Target Audience	Effective Program Characteristics **
Title IX/Sexual Violence and Related Topics	OEC	OG	Sexual Violence training	By Request	University Leadership Council	2; 4-6
Title IX/Sexual Violence and Related Topics	OEC	OG	Sexual Violence training	By Request	Academic Senate	2; 4-6
Title IX/Sexual Violence and Related Topics	OEC	OG	Sexual Violence training	By Request	Associated Students, Incorporated	2; 4-6

Survivor Advocacy Services (SAS)

Program Title	Responsible Dept	Type*	Description	Frequency	Target Audience	Effective Program Characteristics **
Stalking program	SAS	OG	You (TV series discussion forum)	Annual	Students	1
Teen Dating Violence	SAS and ASI Beats	PP	I Heart me tabling event	Annual	Students	2
Theses Hand Don't Hurt	SAS	OG	Tabling Event	Annual	Students	2
Healthy Relationships	SAS and Male Success Initiatives (MSI)	PP	Discussion Forum	By Request	MSI Students	2
Machismo and Marianismo	SAS, MSI, Cesar E. Chavez Center for Higher Education (CECCHÉ)	BI	Discussion training	By Request	New program; MSI and CECCHÉ Students	2
This is Me	SAS	OG	Tabling Event	By Request	Students	2
Denim Day	SAS	AP	Tabling Event	Annual	Students and Employees	6
Sexual Assault 101	SAS and Project Sister Family Center	OG	Training on sexual assault prevention	Annual	Students	6
Campus Safety Event	Clery Compliance	OG	Resource Tabling Event	Annual	Students; Employees	2

Counseling and Psychological Services (CAPS)

<b>Program Title</b>	<b>Responsible Dept</b>	<b>Type*</b>	<b>Description</b>	<b>Frequency</b>	<b>Target Audience</b>	<b>Effective Program Characteristics **</b>
Self-Care + Boundaries	CAPS	PP, AP	Mental health workshop on healthy relationships and boundaries	Bi-Annual	Current Students	1-6
Communicating in Our Relationships	CAPS	PP, AP	Mental health workshop on healthy communication in relationships	Bi-Annual	Current Students	1-6
Setting Boundaries and Building Healthy Relationships	CAPS	PP, AP	Mental health presentation focusing on healthy boundaries and relationships	By Request	Incoming Students – Summer Bridge	1-6
What are Boundaries and Maintaining Healthy Boundaries	CAPS	PP, AP	Mental health presentation focusing on healthy boundaries and relationships	By Request	Current Students – Renaissance Scholars	1-6

Student Health and Wellness Services (SHWS)

<b>Program Title</b>	<b>Responsible Dept</b>	<b>Type*</b>	<b>Description</b>	<b>Frequency</b>	<b>Target Audience</b>	<b>Effective Program Characteristics **</b>
Let's Talk About Sex	SHWS	PP	Topics covered in this presentation include STD prevention and testing, common forms of pregnancy prevention, and communication and consent	By Request	Students	1, 2, 4, 6
Bystander Intervention C.A.R.E. Toolkit	SHWS	BI	Handout that describes what an active bystander is and provides strategies for effective bystander intervention.	Monthly – Provided at programs and events	Students	1, 2, 4, 6

University Housing Services (UHS)

Program Title	Responsible Dept	Type*	Description	Frequency	Target Audience	Effective Program Characteristics **
Student Leader Training - Sexual Assault, Domestic Violence, Dating Violence, and Stalking Training	UHS	PP, BI, AP, RR, OG	Training for Resident Advisors around Sexual Assault, Domestic Violence, Dating Violence, and Stalking Training	Annual	Students	<i>Not provided</i>
Student Leader Led - Sexual Assault, Domestic Violence, Dating Violence, and Stalking Programming	UHS	PP, BI, AP, RR, OG	Educational event for students about Alcohol, Tobacco, and Other Drug Safety; Sexual Assault, Domestic Violence, Dating Violence, and Stalking	By Request	Students	<i>Not provided</i>

Fraternity and Sorority Life (FSL)

Program Title	Responsible Dept	Type*	Description	Frequency	Target Audience	Effective Program Characteristics **
Title IX Training	FSL	PP, BI, AP, RR, OG	10/5/23 - The training covers various forms of discrimination such as sexual harassment, assault, and gender-based harassment. Participants learn about their institution's responsibilities in preventing and addressing these issues, including reporting procedures and support resources available to survivors.	Bi-Annual	Students	1,2,4,5,6
Title IX Training (Make-Up)	FSL	PP, BI, AP, RR, OG	10/11/23- For those not able to attend the first session.	Bi-Annual	Students	1,2,4,5,6



## **Campus Resources for Security Awareness and Crime Prevention Programs, Advocacy and Support**

In addition to UPD and the Office of Equity and Compliance (OEC)/Title IX, the following offices provide security awareness and crime prevention training and programs, and advocacy and support.

### [Care Center](#)

The Care Center is the first stop for student wellbeing and basic needs resources whether you are a student in crisis, need support services, or need to refer students who are of concern or in distress. The Care Center connects students to essential resources on and off campus, supports them through crises, provides advocacy, and offers Basic Needs services. The purpose of the Care Center is to assess and offer a coordinated institutional response to students of concern and students who may be in distress or experiencing personal, academic, or social concerns impacting their social and/or academic success at Cal Poly Pomona. The Care Center seeks to normalize resource-seeking and create a culture of care where all students have the tools and resources to achieve their personal and academic goals.

For more information and resources, visit the Care Center website at

<https://www.cpp.edu/brnoscocarecenter/>.

### [Counseling and Psychological Services \(CAPS\) - Confidential Resource](#)

Counseling and Psychological Services' (CAPS) primary goal is to provide quality mental health services to support students' overall health and wellbeing. CAPS provides many services such as individual, group, and couples therapy; crisis intervention services; psychoeducational workshops and outreach; mental health training; and referral support to on and off-campus resources.

College can be a fun and exciting experience, but it can also present a variety of difficult challenges. CAPS licensed clinical staff is committed to providing students with support and culturally sensitive services that are respectful of diverse identities. CAPS staff includes psychologists, marriage and family therapists, licensed clinical social workers, and a licensed professional clinical counselor. Currently enrolled students may utilize services at no additional fee (funded by a mandatory health fee that is included in tuition).

Crisis counseling and consultation is available 24 hours a day.

CAPS psychoeducational workshops are available to assist students in coping with their concerns. Workshops are drop-in sessions designed to teach students coping strategies for a variety of presenting concerns, such as stress, relationships, negative emotions, and communication difficulties.

For more information, to schedule an appointment, or to learn more, CAPS is located in Building 66 or call (909) 869-3220. For student counseling services and appointment information visit the CAPS website at <https://www.cpp.edu/caps/index.shtml>. For Crisis Assistance for Students online information go to <https://www.cpp.edu/~caps/emergency/index.shtml>.

***If you, or someone you are in contact with, is having a potentially life-threatening medical or psychological emergency at any time, please call (909) 869-3070 (UPD if on-campus) or “911” (if off-campus).***

### [Survivor Advocacy Services \(SAS\) - Confidential Resource](#)

Survivor Advocacy Services (SAS) provides support for individuals impacted by sexual violence, dating violence, domestic violence, harassment, and stalking. SAS also provides education and awareness programs at least monthly and by request in the form of training, workshops, and classroom presentations. SAS also provides individual security training, such as assisting in developing safety plans. See the Sexual Violence Prevention and Education section of this report for more prevention program information.

SAS is located in Building 66 – Bronco Bookstore – Room 117 C&D. For assistance and support, consultation, or to schedule a prevention program or workshop, contact [survivoradvocacy@cpp.edu](mailto:survivoradvocacy@cpp.edu)

### [Student Health and Wellness Services](#)

The Student Health and Wellness Services (SHWS) mission is to promote students' healthy lifestyles and academic success by providing quality medical, and wellness services. SHWS is a fully accredited ambulatory care facility (you must be able to walk in on your own to receive care) and provides students with affordable, accessible, and student-centered health care and wellness services so students can receive the care and assistance they may need. Services are available to all enrolled Cal Poly Pomona students and most services are provided at no cost (funded by a mandatory health fee that is included in tuition). [Services provided](#) include medical appointments with licensed and board-certified clinicians, nurses, and physician assistants, digital x-rays, travel consultations, well-patient physicals, minor surgical procedures, well-women exam, flu shots, Tdap vaccine, Tuberculosis screening, and common STI testing. Other low-cost services are also available.

### [Bronco Wellness Center](#)

The Bronco Wellness Center is committed to creating a supportive environment for life-enhancing behaviors, which contribute to safety and crime prevention, individual health, community well-being, and academic success. With a focus on prevention, the Bronco Wellness Center provides a range of free, health education services including health assessments, one-on-one coaching sessions on various health topics, free health promoting giveaways, quit nicotine services, latex barriers, and other safer sex supplies. The Bronco Wellness Center staff also provide on-campus programs, and workshops counseling on alcohol and other drugs, stress management, nutrition and fitness, and other health related issues. To request programming assistance you may submit a [Wellness Center request form](#). The Bronco Wellness Center is located in Bldg. 46 (West Entrance) and may be reached at (909) 869-5272.

### [Disability Resource Center \(DRC\)](#)

The DRC, in collaboration with the campus community, works to remove barriers to access for students with disabilities so they have equal opportunities to participate in University experience. The DRC facilitates the use of accommodations and services, such as Alternative Media, Classroom

Accommodations, Deaf and Hard of Hearing Services, Housing Accommodations, Mobility Assistance, and Testing Accommodations. The DRC also provides supplemental advising, peer mentoring, executive skills coaching, and referral services. The DRC is located in Building 9, Room 103, or call (909) 869-3333. Visit the DRC website at <https://www.cpp.edu/drc/> for more information and resources.

## MONITORING AND RECORDING CRIME ACTIVITY AT NON CAMPUS LOCATIONS OF STUDENT ORGANIZATIONS

The campus Student Conduct Code and relevant policies extend to non-campus locations that are owned or controlled by the student organization, or when students are engaged in University Sponsored or campus related events or activities. The University does not own or control any student organization residences or facilities. The campus recognizes a limited number of student Greek Life organizations who own or control property. Cal Poly Pomona requests crime statistics for residences leased by these student organization from the City of Pomona Police Department for inclusion in the ASR in the non-campus Clery geography category. Referrals for Disciplinary Action are also monitored and recorded in ASR statistics in the non-campus Clery geography category. The Clery Director or designee and Coordinator of Fraternity and Sorority Life conduct an annual survey of all fraternity and sorority chapters regarding their housing status to ensure ongoing monitoring and identification of Clery non-campus locations.

UPD communicates and collaborates with local police agencies regarding issues occurring at known student residences to mitigate crime and/or violations of city ordinances (i.e., noise, party host responsibilities). UPD will continue to work with the City of Pomona and Los Angeles Sheriff's Department to implement procedures to enhance the University's ability to monitor criminal activity and other safety concerns at locations associated with our students and/or student organizations. UPD collaborates with the Office of Equity and Compliance/Title IX (OEC), the Bronco Leadership Center (BLC, formerly SELS), the Office of Student Conduct and Integrity (SCI), and student organizations to address any serious or ongoing issues occurring at known student organization housing locations. Student Conduct Code or law violations at these locations during University-affiliated events are subject to University response and criminal and/or student conduct administrative proceedings.

## POSSESSION, USE, SALE AND ENFORCEMENT OF FEDERAL AND STATE ALCOHOL AND DRUG LAWS

All Cal Poly Pomona students, faculty, staff, and visitors are subject to University's policies, as well as local, state, and federal laws regarding the unlawful possession, manufacturing, distribution, sale, or use of alcohol and illegal drugs. The unlawful manufacturing, distribution, possession, sale or use of illicit drugs and alcohol on University property or as any part of its activities is prohibited. While the State of California has passed laws regarding medical and recreational marijuana use, marijuana remains classified as an illegal substance under federal law. As a result, the University as a Title IV participating institution does not recognize medical marijuana authorization cards and does not allow marijuana on University property or as any part of its activities.

The University Police Department (UPD) enforces laws pertaining to alcohol and drugs at Cal Poly Pomona owned, controlled, and officially recognized locations. This includes the enforcement of state underage drinking laws. External law enforcement agencies also enforce laws pertaining to alcohol and drugs at activities and locations that may or may not be owned, controlled, and officially recognized by the University. This includes the enforcement of state underage drinking laws. Individuals found to be in violation of applicable laws may be subject to arrest or citation. Students, faculty, and staff in violation of alcohol and drug laws may also be referred to Student Conduct and Integrity (SCI) or University Human Resources or Academic Personnel for administrative disciplinary action.

Cal Poly Pomona's comprehensive Drug and Alcohol Prevention Program (DAAPP) may be referenced at the following website: <https://www.cpp.edu/alcohol-drugs/index.shtml>

The Alcohol and Other Drugs Policy complies with the Drug-Free Workplace and Drug-Free Schools & Communities Act Amendments of 1989 (Public Law 101-226), which requires the University to adopt and implement a program to prevent the unlawful use and/or abuse of drugs or alcohol by faculty, staff, and students and to set forth standards to provide a safe, healthy, and productive community setting for work and study. The purpose of this policy is to provide comprehensive information regarding the University standards of conduct concerning alcohol and drugs, communicate the health risks and other legal and disciplinary consequences of failing to adhere to University standards of conduct and state and federal law, and provide information regarding assistance and resources.

The comprehensive Alcohol and Other Drugs Policy is located at the following web address:

<https://www.cpp.edu/policies/university/administrative/docs/policy---administrative-affairs-1.5.pdf>

#### Resources for Support and Treatment

The University recognizes alcohol and other drug dependency as treatable conditions and offers educational and counseling assistance and/or referrals to employees and students to assist them in dealing with problems associated with substance abuse. For students, Counseling and Psychological Services (CAPS) and Student Health and Wellness Services is the campus resource for treatment of alcohol/drug related concerns, as well as for advice in assisting students with related issues. For faculty and staff, the Employee Assistance Program (EAP) is a campus resource that can provide appropriate referrals for assistance with drug or alcohol related problems. Benefits-eligible employees may have coverage in their medical benefits packages for counseling and the treatment of alcohol/drug related concerns.

Auxiliary employees and volunteers should contact the Human Resources representative in their respective auxiliary.

#### Drug and Alcohol Treatment Programs

Student Health Services

Building 46

(909) 869-4000

<https://www.cpp.edu/health/>

Counseling and Psychological Services (CAPS)

Building 66, Room 116 (Bookstore Building)

(909) 869-3220

<https://www.cpp.edu/caps/index.shtml>

Employee Assistance Program (EAP) (CPPLifeMatters by Empathia)

Hotline (800) 367-7474

<https://www.cpp.edu/eoda-hr/departments/benefits/health-benefits/eap.shtml>

### Alcohol and Other Drugs Education Programs

Counseling and Psychological Services (CAPS) and Student Health and Wellness Services; provide annual and ongoing counseling, prevention education, and programming that: 1) reinforces healthy lifestyles; 2) provides support services for students who are experiencing problems with substances; and 3) educates students about the impact of both alcohol and other drug misuse and abuse. Student Health and Wellness Services promotes harm reduction, responsibility, and awareness around alcohol consumption and other drugs. The Bronco Wellness Center offers the following services:

- 1:1 coaching sessions on alcohol, cannabis, nicotine cessation, and other drugs
- Recovery Meetings
- Safe Practices: Education on harm reduction
- Screenings for alcohol, cannabis, and prescription drugs

In addition to alcohol and other drug education, the Wellness Center is committed to creating a supportive environment for life-enhancing behaviors, which contribute to safety and crime prevention, individual health, community well-being, and academic achievement. The Wellness Center provides education and awareness programs, workshops, one-on-one sessions with students, counseling and referrals on general health & wellness, body image, emotional wellness, stress and time management, nutrition and fitness, and sexual & relationship health. Contact the Wellness Center at (909) 869-5272 or in person at Bldg. 46 West Entrance.

University Housing, Foundation Housing, the Bronco Leadership Center (BLC, formerly SELS), and other campus partners also provide alcohol and other drug education and awareness programs. Associated Students, Inc. provides substance-free events and indoor and outdoor substance-free activities on an ongoing basis to promote healthy lifestyles and alternatives. A sampling of these programs is highlighted in the Crime Prevention, Security Awareness and Substance Abuse Awareness program information in the Crime Prevention section of this report.

### Alcohol, Tobacco, and Other Drug (ATOD) Resources

1. University Alcohol and Other Drugs Policy  
[www.cpp.edu/policies/university/administrative/docs/policy---administrative-affairs-1.5.pdf](http://www.cpp.edu/policies/university/administrative/docs/policy---administrative-affairs-1.5.pdf)
2. Campus Drug and Alcohol Abuse Prevention Program (DAAPP) <https://www.cpp.edu/alcohol-drugs/index.shtml>
3. ATOD Advisory Council <https://www.cpp.edu/alcohol-drugs/atodac-council.shtml>

4. ATOD Education & Sanctions <https://www.cpp.edu/alcohol-drugs/aod-education-and-sanctions-options.shtml>
5. eCheckupToGo <https://echeckup.sdsu.edu/usa/alc/coll/cpp/>
6. Screen U <https://www.cpp.edu/health/health-topics/health-education-and-other-services.shtml>

## SEXUAL VIOLENCE PREVENTION

The California State University (CSU) promotes a safe living, learning, and working environment through systemwide policies and through a variety of campus educational programs provided to students, faculty, and staff. The CSU prohibits dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking, and provides programs to prevent, educate, and promote awareness of these topics, in accordance with the CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (“Nondiscrimination Policy”). These prohibited behaviors are also crimes as defined by 34 C.F.R. §668.46, and California criminal definitions.

The CSU provides comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to stop dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking before they occur through the promotion of behaviors that foster healthy relationships, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

The CSU’s prevention programs and initiatives are sustained over time and focus on increasing awareness and understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking, using a range of strategies with audiences throughout the CSU community. This includes both community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, reduce perpetration, promote safety and a culture of respect.

Campus programs must include primary prevention and awareness training: (1) for all new Students<sup>2</sup>; and new Employees; (2) refresher programs at least annually for all Students; (3) twice a year for all Students who serve as advisors in residence halls; (4) annually for all Student members of fraternities and sororities; (5) annually for all Student athletes and coaches; and (6) annually for all Employees consistent with their role in responding to and reporting incidents. Ongoing prevention and awareness campaigns for all Students and Employees will also be conducted. The CSU system will provide online training for all Employees and each campus will provide online training for all Students. All training must be consistent with the applicable CSU policy and state and federal regulations.

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<sup>2</sup> This includes incoming transfer, graduate, online, and extended education Students. The programs should occur no later than the first few weeks of the semester.

Each campus must assess which student organizations participate in activities that may place Students at risk and ensure that they receive annual supplemental training focused on situations the group's members may encounter.

To ensure that all Students receive the necessary information and training enumerated above on dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking, campuses should impose consequences such as registration holds on those Students who do not participate in and complete such mandatory training.

### **Training for Employees**

Training will be mandatory for all employees within six months of their initial hiring, and on an annual basis thereafter. Such training will include, but not be limited to: what constitutes discrimination, harassment, retaliation, sexual misconduct/sexual assault, dating and domestic violence, sexual exploitation and stalking under applicable law; the rights and responsibilities of each Employee relating to discrimination, harassment, retaliation, sexual misconduct/sexual assault, dating and domestic violence, sexual exploitation and stalking including the duty to report and exceptions; the protection against retaliation for Employees who report discrimination, harassment, retaliation, sexual misconduct, dating and domestic violence, sexual exploitation and stalking; the procedures provided under the CSU Nondiscrimination Policy for filing, investigating and resolving a complaint; and the option and method for filing complaints with external government agencies such as the Department of Fair Employment and Housing (DFEH) and the Equal Employment Opportunity Commission (EEOC).

Under Cal. Govt. Code § 12950.1, each campus shall provide supervisory Employees at least two hours of interactive sexual harassment training within six months of the Employee's assignment to a supervisory position and every two years thereafter. Each campus shall maintain documentation of the delivery and completion of these trainings. For detailed guidance regarding the definition of "supervisor" and the implementation of this training, campuses shall consult Coded Memoranda HR 2005-35 and other applicable policies.

### **Prevention and Awareness Programming**

California State University campuses provide primary prevention programs to all incoming students and new employees. California State University campuses provide ongoing prevention programs to all students and employees during their time at the institution. To comply with CSU Policy and 34 C.F.R. §668.46., campus-specific programs to prevent dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking will include:

1. A statement that the CSU prohibits dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking as defined under CSU policy and 34 C.F.R. §668.46.
2. The definitions of "dating violence," "domestic violence," "sexual assault," and "stalking" in the applicable jurisdiction, California (California Penal Code) and the definitions under CSU policy (to also include the CSU policy definition of "sexual exploitation").

3. The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction, California (California Penal Code), and the definition of “affirmative consent” under CSU policy.
4. Common facts and myths about the causes of sexual misconduct/sexual assault.
5. A description of safe and positive options for bystander intervention, as exemplified below.
6. Information on risk reduction, exemplified below.
7. Information regarding campus, criminal, and civil consequences of engaging in acts of sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking.

Information about reporting, adjudication, and disciplinary procedures as required by 34 C.F.R. §668.46 and as described in the procedures under the CSU Nondiscrimination Policy.

### **Information About Campus Reporting, Adjudication, and Discipline Procedures**

Campus training programs will reference the procedures outlined in the CSU Nondiscrimination Policy that victims/survivors may follow if an incident of dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, or stalking has occurred. Training programs will also reference information about preserving evidence, reporting to the appropriate authorities, confidentiality options, available protective and supportive measures.

Campuses apply the relevant CSU policy and procedures when responding to all reports of dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, or stalking. Campuses shall establish processes to provide a print and/or digital copy of the "Rights and Options for Victims" as outlined in the CSU Nondiscrimination Policy to any community member who reports experiencing such harm, regardless of whether the incident occurred on or off campus.

Campus training programs regarding the procedures for reporting and addressing reports of dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking will include the following:

- A statement explaining that the campus' primary concern is the safety of members of the campus community; that the use of alcohol or drugs never makes the victim/survivor at fault for sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking; that Students who experience or witness sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking should not be deterred from reporting incidents out of a concern that they might be disciplined for related violations of drug, alcohol, or other CSU policies; and that Students who experience or witness sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking shall not be subject to discipline for related violations of conduct policies at or near the time of the misconduct unless the violation is egregious (including actions that place the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.)
- A statement that "CSU policy prohibits retaliation against a person who: reports sex discrimination, sexual harassment, sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking; assists someone with a report of such conduct; or participates in any manner in a related investigation or resolution.



- Retaliation means that a substantial motivating reason for an Adverse Action taken against a person was because the person has or is believed to have:
  - Exercised their rights under this policy,
  - Reported or opposed conduct which was reasonably and in good faith believed to be in violation of this policy,
  - Assisted or participated in an investigation/proceeding under this policy, regardless of whether the Complaint was substantiated,
  - Assisted someone in reporting or opposing a violation of this policy or assisted someone in reporting or opposing Retaliation under this policy.
  - Adverse Action means an action engaged in by the Respondent that has a substantial and material adverse effect on the Complainant's ability to participate in a university program, activity, or employment. Minor or trivial actions or conduct not reasonably likely to do more than anger or upset a Complainant does not constitute an Adverse Action.
  - Retaliation may occur whether or not there is a power or authority differential between the individuals involved.
- What someone should do if they have experienced or witnessed sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking.
- Individuals to whom incidents may be reported along with information regarding what degree of confidentiality may be maintained by those individuals.
- The availability of, and contact information for, campus and community resources for victims/survivors of sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking.
- A description of campus and systemwide policies and disciplinary procedures available for addressing alleged violations and the consequences of violating these policies, including the fact that such proceedings shall:
  - Provide a prompt, fair, and impartial investigation and resolution; and,
  - Be conducted by officials who receive annual training on issues related to sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking and how to conduct an investigation and hearing process that protects the safety of victims/survivors and promotes accountability.
- The fact that the Complainant and the Respondent will be afforded the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the Advisor of their choice.
- The fact that both the Complainant and the Respondent shall be simultaneously informed in writing of:
  - The outcome of any disciplinary proceedings that arises from an allegation of a sex discrimination, sexual harassment, sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking.
  - The CSU's procedures for the Complainant or Respondent to appeal the results of the disciplinary proceeding.

- Any change to the disciplinary results that occurs prior to the time such results become final.
  - When disciplinary results become final.
- Possible sanctions or remedies the campus may impose following the final determination of a campus disciplinary procedure regarding sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking.
- How the campus will protect the confidentiality of Complainants, including how publicly available recordkeeping (e.g., campus Clery reports) will be accomplished without the inclusion of identifying information about the Complainant to the extent permissible by law.
- That all students and employees must receive written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims/survivors, both on campus and in the community.<sup>3</sup>
- That all students and employees who report being a victim/survivor of sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking must receive written notification of available assistance in, and how to request changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim/survivor chooses to report the incident to campus police or local law enforcement.
- Procedures victims/survivors are recommended to follow if sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking has occurred, as well as the fact that the following written information must be provided to victims:
  - The importance of preserving evidence following an incident of sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking, which may also be used to obtain a temporary restraining or other protective order.
  - The name and contact information of the campus Employee(s) to whom the alleged incident should be reported.
  - Reporting to law enforcement and campus authorities, including the option to: (a) notify law enforcement authorities, including on-campus and local police; (b) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and, (c) decline to notify such authorities.
  - Where applicable, the rights of victims/survivors and the campus' responsibilities regarding orders of protection, no contact directives, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

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<sup>3</sup> California State Polytechnic University, Pomona (Cal Poly Pomona) complies with this requirement by providing this information to the campus community in writing each year through CSULearn assignment.

## RISK REDUCTION

The CSU provides community members with information and strategies for risk reduction designed to decrease perpetration, promote bystander intervention and healthy relationships, empower marginalized voices, and support victims/survivors. Information and strategies for risk reduction help promote safety and help individuals and communities address conditions that facilitate violence.

### **SEXUAL MISCONDUCT/SEXUAL ASSAULT**

The CSU is committed to maintaining a safe campus for all members of the CSU community. Risk reduction strategies are focused on creating a culture of respect, reducing the risk for perpetration and for victimization. It is important to emphasize that only those who engage in sexual misconduct/sexual assault, dating violence, domestic violence, sexual exploitation, and stalking are responsible for those actions. With this in mind, the following tips provide some possible strategies to help promote a caring community and mitigate personal risk.

- Communication is key to healthy relationships and healthy sexual interactions. Obtain Affirmative Consent from your partner for all sexual activity.
  - Affirmative Consent means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity.
  - Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity is Sexual Misconduct, whether or not the conduct violates any civil or criminal law.
  - Affirmative Consent can be withdrawn or revoked at any time.
  - Affirmative Consent to sexual activity in the past does not mean consent in future – there must be voluntary consent for all sexual activity.
  - Lack of protest, resistance, or mere silence does not equal Affirmative Consent.
  - Sexual activity between a minor (a person younger than 18 years old) and a person who is at least 18 and two years older than the minor always constitutes Sexual Misconduct, even if there is Affirmative Consent to all sexual activity.
- Do not engage in sexual activity with someone who is incapacitated.
  - A person who is incapacitated by alcohol or drugs cannot give Affirmative Consent.
  - A person who is unconscious or asleep cannot give Affirmative Consent.
  - A person's own intoxication or incapacitation does not diminish their responsibility to obtain Affirmative Consent from any person with whom they engage in sexual activity.
- Signs that someone does not respect the importance of consent:
  - They pressure or guilt you into doing things you may not want to do.
  - They suggest you "owe" them something (including sexual acts) because you're dating or because they have done or claim to have done something for you.
  - They react negatively with sadness, anger, or resentment if you don't consent to something or don't do so immediately.

[Source: [Love Is Respect](#)]

## **DATING/DOMESTIC VIOLENCE**

### **Common signs of abusive behavior in a relationship**

According to the National Domestic Violence Hotline, one feature shared by most abusive relationships is that an abusive partner tries to establish or gain power and control through many different methods, at different moments. Even one or two of the following behaviors is a red flag that a partner may be abusive.

- Showing extreme jealousy of friends or time spent away from a partner.
- Preventing or discouraging one's partner from spending time with friends, family members, or peers.
- Insulting, demeaning, or shaming a partner, especially in front of other people.
- Preventing one's partner from making their own decisions about working or attending school.
- Controlling finances in the household without discussion, including taking a partner's money or refusing to provide money for necessary expenses.
- Pressuring one's partner to have sex or perform sexual acts they are not comfortable with.
- Pressuring a partner to use drugs or alcohol.
- Threatening to harm or take away a partner's children or pets.
- Intimidating one's partner with weapons
- Destroying a partner's belongings or home

If you notice warning signs in your relationship or that of someone you care about, remember there are support resources available on your campus, including individuals with whom you can speak confidentially and who can assist you with making a safety plan. A good starting place for a list of resources is your campus Title IX webpage. You can also contact the National Domestic Violence Hotline at 1.800.799.SAFE (7233), which is free and confidential.

[Source: National Domestic Violence Hotline]

Abusive behaviors can be difficult to recognize in a relationship, even if you are the one engaging in them. In addition to some of the common signs of abusive behavior outlined above, ask yourself if your partner:

- Seems nervous around you,
- Seems afraid of you,
- Flinches, cringes, or retreats when you are emotional,
- Seems scared, or unable to contradict you or speak up around you, and/or
- Restricts their own interactions with friends, family, coworkers, or others in order to avoid upsetting you

If you recognize the behaviors above in yourself, or in how your partner reacts, these could be signs that you are hurting them. This can be a difficult realization to come to but it's vital that you do so if you want to change and stop harming your partner. By acknowledging that your actions are harmful and taking responsibility for them, you can continue to progress on the path toward correcting them.

You could consider contacting the psychological counseling center on your campus to speak with a counselor confidentially, or you could contact the National Domestic Violence Hotline at 1.800.799.SAFE (7233), which is free and confidential.

[Source: [National Domestic Violence Hotline](#)]

## **STALKING**

### **Respecting boundaries**

If someone tells you that they do not want you to contact them or do something like visit their home or send them gifts, or if they have stopped interacting with you, respect their choice. Everyone has the right to set boundaries.

### **Recognizing stalking behaviors**

A person who engages in stalking may:

- Repeatedly call or send other unwanted communication such as text messages, emails, social media messages, letters, etc.
- Follow the person and seem to “show up” wherever they are.
- Send unwanted gifts.
- Damage home, car, or other property.
- Monitor phone calls or computer use.
- Drive or linger near the home, school, or work of the person they are stalking.
- Use other people to try and communicate with the person they are stalking, like children, family, or friends.

[Source: [Victim Connect Resource Center](#)]

Below are some tips from the Stalking Prevention Awareness and Resource Center (SPARC) regarding steps one can take if they are experiencing stalking

- Trust your instincts – if you/someone feels they are in immediate danger or fear a threat of harm, call 911
- Keep a record or log of each contact with the stalker
- Save evidence when possible, such as emails, text messages, postings on social media, etc.

Know that there are support resources available on each CSU campus, including individuals with whom individuals can speak confidentially and who can assist in making a safety plan and/or seeking a protective order. A good starting place for a list of resources is your campus Title IX webpage.

## **Bystander Intervention**

The California State University and the campuses provide training on safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Information about bystander intervention is included in a variety of prevention, outreach, and awareness programs across the CSU.

This training encourages employees and students to:

- Notice the Event
- Interpret the Event as a Problem
- Assume Personal Responsibility
- Learn How to Help
- And Step Up by utilizing the “4 Ds” – Direct, Distract, Delegate, and Delay
  - Direct – Directly addressing the situation.
  - Distract – Making a simple (or elaborate) distraction to diffuse the situation.
  - Delegate – Finding someone else to address the concern.
  - Delay – Checking in with the person after to see if you can do anything to support them.

## CSU Policy Definitions

Definitions of conduct that is prohibited under CSU policy are found in Article VII of the CSU Nondiscrimination Policy. These definitions are applicable in relation to the University’s administrative processes and may differ from the criminal law definitions (California) found in Appendix A.

## WRITTEN NOTIFICATION

The Title IX Coordinator will provide Complainants alleging Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence or Stalking, with the information in Attachment D to the CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation - Rights and Options for Victims of Sexual Misconduct/Sexual Assault, Sexual Exploitation, Dating and Domestic Violence, And Stalking. This same information is provided in writing to all students and employees within the CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation, and as part of annually assigned training.

This written notice (annually to all students and employees, and specifically to complaints as outlined above) includes the information below, including:

- Supportive measures

- Rights and options available throughout the reporting process and/or the duration of any formal or informal complaint resolution process, including campus and criminal reporting options, available advocates, preserving evidence, medical Care and treatment, and protective orders.
- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available

You have the right to be offered and receive reasonably available support services and supportive measures, available both on and off campus. You do not have to file a formal complaint or a criminal complaint in order to receive support services and/or supportive measures. Supportive services and supportive measures include, but are not limited to, counseling, victim/survivor advocates, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Title IX Coordinator, University Police Department and victim/survivor advocate on your campus can provide some of these services directly and/or provide you with information about and a referral to these and additional resources on and off campus for support.

## SUPPORTIVE MEASURES

Supportive Measures are individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether a Formal Complaint is filed. Supportive Measures are designed to restore or preserve equal access to CSU education programs or activities, or the workplace without unreasonably burdening the other Party, including to protect the safety of all Parties or the educational or work environment. Supportive Measures may include counseling, extensions of deadlines or other course or work-related adjustments, modifications of work or class schedules, campus escorts, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Title IX Coordinator/DHR Coordinator is responsible for coordinating the effective implementation of Supportive Measures. Supportive Measures will remain confidential except when it is not possible to maintain confidentiality in order to provide the Supportive Measures.

The following is a list of on-campus and off-campus resources that offer a variety of services in the areas of victim advocacy, counseling, health, mental health, legal assistance, visa and immigration assistance, student financial aid and other areas. Campus advocates can help provide information about and referral to any of these resources if requested. These resources are available to victims/survivors whether or not they choose to make a criminal or administrative report.

### Confidential Resources On-Campus

Resource Name	Type of Services	Contact Information
Survivor Advocacy Services (SAS)	Survivor Advocacy Services (SAS) provides confidential support and prevention education, and promotes advocacy for student, staff, and faculty impacted by sexual violence, dating/domestic abuse, and stalking in the Cal Poly Pomona community.	Building 66, Suite 117C & 117D (909) 869-3102 <a href="mailto:survivoradvocacy@cpp.edu">survivoradvocacy@cpp.edu</a>
Counseling & Psychological Services (CAPS)	Counseling and Psychological Services (CAPS) advances student success by promoting community wellness, removing psychological barriers, facilitating self-awareness, and cultivating the personal strengths of Cal Poly Pomona students through culturally relevant mental health services designed to transform their personal, social, and academic lives.	Building 66, Suite 116 <a href="mailto:caps@cpp.edu">caps@cpp.edu</a> Main line: (909) 869-3220 Crisis counseling (24/7): (909) 869-3220, then press "2."
Student Health and Wellness Services	Student Health Services provides Cal Poly Pomona students with affordable, accessible, and high-quality health care. Most services are covered by the mandatory student health fee already included in tuition payments.	Building 46, Main Entrance (909) 869-4000 (855) 272-1723 <a href="mailto:health@cpp.edu">health@cpp.edu</a> <a href="https://www.cpp.edu/health/index.shtml">https://www.cpp.edu/health/index.shtml</a>
CARECEN Legal Services	CARECEN is a non-profit based out of LA, however it has offices in other areas like Van Nuys and San Bernardino. It was created in 1983 by Salvadoran refugees and provides access to legal services, advocacy, as well as organizing.	<a href="https://www.cpp.edu/carecen/index.shtml">https://www.cpp.edu/carecen/index.shtml</a>
Employee Assistance Program (EAP)	This is a free and confidential resource for counseling, support, and information for a variety of employee and personal concerns. Please visit the CPP EAP Guide or the My Life Matters website for more information (Code: pomona).	800-367-7474 <a href="http://www.mylifematters.com">www.mylifematters.com</a>



### Non-Confidential Resources On-Campus

Resource Name	Type of Services	Contact Information
Office of Equity and Compliance (OEC)	The Office of Equity and Compliance (OEC) oversees the University's compliance with Federal and State laws and regulations and CSU System policies. Part of this compliance includes overseeing reports and investigations of prohibited conduct in Title IX and Title VII. Services are provided to students, staff, and faculty. Contact Dawnita Franklin, TIX Coordinator.	Dawnita H. Franklin Title IX Coordinator 3801 West Temple Ave., Student Services Building 121 West 2 <sup>nd</sup> floor Pomona, CA 91768 <a href="mailto:dhfranklin@cpp.edu">dhfranklin@cpp.edu</a> (909) 869-4646 <a href="http://www.cpp.edu/officeofequity">www.cpp.edu/officeofequity</a>
Student Conduct & Integrity	Assists students, faculty, staff, and the campus community in promoting a safe and fair environment both inside and outside of the classroom. Staff are available and will respond to email and voicemails within one business day.	(909) 869-6985 <a href="mailto:studentconduct@cpp.edu">studentconduct@cpp.edu</a> <a href="https://www.cpp.edu/studentconduct/staff.shtml">https://www.cpp.edu/studentconduct/staff.shtml</a>
Office of Financial Aid and Scholarships	The Cal Poly Pomona Office of Financial Aid and Scholarships provides students with the financial resources and related services necessary to achieve their educational goals.	Office of Financial Aid & Scholarships Student Services Building 121 Cal Poly Pomona 3801 West Temple Ave. Pomona, CA 91768 <a href="mailto:finaid@cpp.edu">finaid@cpp.edu</a> <a href="mailto:scholarships@cpp.edu">scholarships@cpp.edu</a> <a href="https://www.cpp.edu/financial-aid/index.shtml">https://www.cpp.edu/financial-aid/index.shtml</a>
International Center	The International Students and Scholars Office provides services and programs to enhance the experience of international students at Cal Poly Pomona.	(909) 869-3267 <a href="mailto:international@cpp.edu">international@cpp.edu</a> <a href="https://www.cpp.edu/international/">https://www.cpp.edu/international/</a>
Undocumented Student Services	Undocumented Students Services supports the holistic success (academic, personal, professional) of undocumented students at Cal Poly Pomona.	(909) 869-2728 <a href="mailto:dream@cpp.edu">dream@cpp.edu</a> <a href="https://www.cpp.edu/broncodreamers/index.shtml">https://www.cpp.edu/broncodreamers/index.shtml</a>
Disability Resource Center	Provides access for students with disabilities to have equal opportunity to participate in the University experience.	(909) 869-3333 Building 9, Suite 103 <a href="mailto:drc@cpp.edu">drc@cpp.edu</a> <a href="https://www.cpp.edu/drc/contact-us/mission-vision.shtml">https://www.cpp.edu/drc/contact-us/mission-vision.shtml</a>
Bronco Wellness Center	Health Educators and Peer Health Educators provide Cal Poly Pomona students with health education to prevent the development of chronic conditions. Provides resources and programs dedicated to various health topics including, but not limited to, nutrition, sexual health, mental health, physical activity, sleep, and stress management.	(909) 869-5272 <a href="mailto:wellnessctr@cpp.edu">wellnessctr@cpp.edu</a> <a href="https://www.cpp.edu/health/bronco-wellness-services.shtml">https://www.cpp.edu/health/bronco-wellness-services.shtml</a>

Care Center	The Care Center is the first place to send students who are of concern or in distress. It connects students to resources they need to succeed (both on and off campus), supports them through crises, provides advocacy, and offers Basic Needs services.	(909) 869-5071 Building 97, First <a href="mailto:carecenter@cpp.edu">carecenter@cpp.edu</a> <a href="https://www.cpp.edu/broncoscarecenter/">https://www.cpp.edu/broncoscarecenter/</a>
Cal Poly Pomona Women's Resource Center	The Womxn's Resource Center promotes gender equity through empowerment and consciousness raising, and strives to establish a brave space which encourages awareness and discussion of womxn's issues	Building 95 (909) 869-3112 <a href="mailto:wrc@cpp.edu">wrc@cpp.edu</a> <a href="https://www.cpp.edu/tree/wrc/index.shtml">https://www.cpp.edu/tree/wrc/index.shtml</a>

### Law Enforcement Resources

Resource Name	Type of Services	Contact Information
University Police Department (UPD)	Provides policing services to Cal Poly Pomona University. UPD officers are state peace officers, and their policing powers extend throughout the state.	<u>Linh Dinh, Chief</u> Non-Emergency or from cell phone: 1-909-869-3070 <b>Emergency: 9-1-1</b> Email: <a href="mailto:police@cpp.edu">police@cpp.edu</a> Website: <a href="http://www.cpp.edu/police">www.cpp.edu/police</a>
City of Pomona Police Department	Maintains public safety by providing police services to the City of Pomona community.	490 W. Mission Blvd. Pomona, CA 91766 <u>Front Desk</u> Mon-Thurs: 8:30 AM - 5:30 PM 1-909-620-2155 24/7 Non-Emergency 909-622-1241 <b>Emergency: 9-1-1</b> Website: <a href="https://www.pomonaca.gov/government/departments/police-department">https://www.pomonaca.gov/government/departments/police-department</a>
Los Angeles County Sheriff's Department (Walnut/Diamond Bar Station)	Maintains public safety by providing police services to surrounding communities under their jurisdiction.	21695 E. Valley Blvd. Walnut, CA 91789 Walnut: 1-909-595-2264 Diamond Bar: 1-626-913-1715 <b>Emergency: 9-1-1</b> Website: <a href="https://lasd.org/walnut-diamond-bar/">https://lasd.org/walnut-diamond-bar/</a>

### Community, National, Global Resources

Resource Name	Type of Services	Contact Information
Project Sister Family Services	Provides family and individual services to all women, children, and men survivors of sexual assault and abuse and their families. Offers support to students, faculty, and staff.	P.O. Box 1369, Pomona, CA 91769 (909) 623-1619 (626) 915-2535 Rape Crisis Hotline (909) 626-HELP (4357) Child Abuse Hotline (626) 966 - 4155 <a href="mailto:info@projectsister.org">info@projectsister.org</a> <a href="https://projectsister.org/">https://projectsister.org/</a>
House of Ruth	Provides life-saving domestic violence services for residents of eastern Los Angeles and western San Bernardino counties since 1977. Participation in House of Ruth programming is open to all battered women, men, and their children. All of House of Ruth's programs are free of charge. There is no discrimination on the basis of race, ethnicity, gender, age, language, disability, religion, national origin, medical condition, marital status, veteran status, or sexual orientation.	599 N Main St., Pomona, CA 91768 Main Line: (909) 623-4364 Hot Line (24/7): (877) 988-5559 <a href="https://houseofruthinc.org/">https://houseofruthinc.org/</a>
Haven House	Haven House is a shelter and advocacy provider for victims of domestic violence.	Pasadena, CA 91115 (626) 564-8880 Crisis Line (24/7): (323) 681-2626 <a href="mailto:info@havenhousetn.org">info@havenhousetn.org</a> <a href="https://havenhousetn.org/">https://havenhousetn.org/</a>
Veronica's Home of Mercy	Committed to providing a home for adult pregnant women and their children as a healthy alternative to abortion, domestic violence, substance abuse and/or homelessness.	San Bernardino, CA 92411 (909) 888-9064 <a href="mailto:mmcinc@msn.com">mmcinc@msn.com</a> <a href="http://www.marysmantle.org">www.marysmantle.org</a>
National Domestic Violence Hotline	Support, crisis intervention information, and referral services in over 200 languages.	Hotline (24/7): (800) 799-7233 <a href="http://www.thehotline.org">www.thehotline.org</a>
SPARC	SPARC is a federally funded project providing education and resources about the crime of stalking. SPARC aims to enhance the response to stalking by educating the professionals tasked with keeping stalking victims safe and holding offenders accountable. SPARC ensures that allied professionals have the specialized knowledge to identify and respond to the crime of stalking.	(202) 558-0040 <a href="mailto:info@stalkingawareness.org">info@stalkingawareness.org</a> <a href="https://www.stalkingawareness.org/contact/">https://www.stalkingawareness.org/contact/</a>

Peace Over Violence	Social service agency that provides crisis intervention services to counsel, support, guide, and work to heal survivors of violence.	24 Hour Crisis Lines: SGV: (626) 793-3385 South LA: (310) 392-8381 Central LA: (213) 626-3393 <a href="http://www.peaceoverviolence.org/">http://www.peaceoverviolence.org/</a>
National Organization for Victim Assistance (NOVA)	One of the oldest national victim assistance organizations.	(800) 879-6682 <a href="http://www.trynova.org/">www.trynova.org/</a>
Neighborhood Legal Services of LA	Through a combination of individual representation, high impact litigation and public policy advocacy, NLSLA combats the immediate and long-lasting effects of poverty and expands access to health, opportunity, and justice in Los Angeles' diverse neighborhoods.	(800) 4323-6251 <a href="http://www.nlsla.org">www.nlsla.org</a>
Victim Services	The Los Angeles County District Attorney's Office is committed to helping all victims of crime. The Bureau of Victim Services provides essential services to crime victims and witnesses.  Victim services representatives provide a range of free services to help victims become survivors. They work in courthouses and police stations and are available to provide assistance in several languages. Program services are provided free of charge and there is no legal residency or citizenship requirement.	(800) 380-3811 <a href="https://da.lacounty.gov/victims">https://da.lacounty.gov/victims</a>
Coalition for Humane Immigrant Rights	CHIRLA was formed in 1986 to advance the human and civil rights of immigrants and refugees in Los Angeles; promote harmonious multi-ethnic and multi-racial human relations; and through coalition-building, advocacy, community education and organizing, empower immigrants and their allies to build a more just society.	(213) 353-1333 <a href="mailto:info@chirla.org">info@chirla.org</a> <a href="https://www.chirla.org">https://www.chirla.org</a>
Immigrants Rising	Founded in 2006, Immigrants Rising transforms individuals and fuels broader changes. With resources and support, undocumented young people can get an education, pursue careers, learn about the undocumented hustle and build a brighter future for themselves and their community.	<a href="https://immigrantsrising.org/">https://immigrantsrising.org/</a>
Victims Assistance Sanctuary (VAS)	VOALA's Victims Assistance Sanctuary (VAS) serves victims of human trafficking nationwide.	National Human Trafficking Hotline: <a href="tel:18883737888">1 (888) 373-7888</a> <a href="https://voala.org/program/sanctuary/">https://voala.org/program/sanctuary/</a>

U.S. Department of Education, Office for Civil Rights (OCR)	OCR's mission is to ensure equal access to education and to promote educational excellence through vigorous enforcement of civil rights in our nation's schools.	(800) 421-3481 If you wish to fill out a complaint form online with OCR, you may do so at: <a href="http://www2.ed.gov/about/offices/list/ocr/complaintintro.html">http://www2.ed.gov/about/offices/list/ocr/complaintintro.html</a>
RAINN (Rape, Abuse, and Incest National Network)	National network supporting victims/survivors of sexual assault and abuse. 24/7 free and confidential hotline and chat services.	1-800-656-4673 <a href="https://www.rainn.org/">https://www.rainn.org/</a>
U.S. Department of State – Office of Overseas Citizens Services	Assist victims/survivors who are overseas with local and/or US-based resources for victims of crime, including local legal representation.	From the US or Canada: 1-(888)-407-4747  From overseas: +1-(202)-501-4444  <a href="https://travel.state.gov/content/passports/en/emergencies.html">https://travel.state.gov/content/passports/en/emergencies.html</a>

Regardless of whether a victim/survivor decides to maintain confidentiality, these individuals will still assist victims/survivors in receiving other necessary protection and support, such as victim advocacy, medical, mental health services, and/or legal services. However, these individuals may have limited ability to assist a victim/survivor with university academic support or accommodations, or changes to university-based living or working schedules, as such accommodations likely require the involvement of other University officials.

**Contact the Title IX Coordinator if you wish to request an accommodation.**

<p><b>Cal Poly Pomona Title IX Coordinator</b>  Dawnita H. Franklin, MPA  Office of Equity and Compliance  Student Services #121 West Room 2701  Email: <a href="mailto:Dhfranklin@cpp.edu">Dhfranklin@cpp.edu</a>  Phone: (909) 869-4646  Website: <a href="https://www.cpp.edu/officeofequity/">https://www.cpp.edu/officeofequity/</a></p>
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## REPORTING OPTIONS

### **Reporting to University Administration**

Complaints of discrimination, harassment, sexual misconduct and sexual assault, dating and domestic violence, sexual exploitation, and stalking may be addressed through the University administrative

process<sup>4</sup>. A complainant or reporting party can report an incident to the University by contacting the Title IX Coordinator on their campus. A complainant has the right to have a support person present with them while making a complaint.

The University will protect the privacy of everyone involved in a report to the greatest degree possible under applicable law and University policy. Personally identifiable information about the involved parties will be shared only on a need-to-know basis, e.g., to those who are investigating/adjudicating the report or those involved in providing support services. By only sharing personally identifiable information with individuals on a need-to-know basis, the University will maintain as confidential any supportive measures and remedies provided to the parties, to the extent that maintaining such confidentiality would not impair the ability of the University to provide supportive measures and remedies.

The CSU does not publish the name of victims/survivors or other identifiable information regarding victims/survivors in the Daily Crime Log or in the crime statistics that are disclosed in the *Annual Security and Fire Safety Report*. Furthermore, if a Timely Warning is issued on the basis of a report of sexual assault, dating violence, domestic violence, sexual exploitation, or stalking, the name of and other personally identifiable information about the victim/survivor will be withheld.

## THE IMPORTANCE OF PRESERVING EVIDENCE

Victims/survivors are encouraged to preserve all physical evidence, including but not limited to: clothing worn during the assault, bed sheets, and/or photos of any injuries. This evidence may be helpful in proving that a crime occurred, in the event the victim/survivor chooses to report now or in the future. It may also be helpful in obtaining a court-ordered protective or restraining order. If a victim/survivor does not have any evidence preserved, they still have an option to report the crime and request a medical evidentiary examination.

Victims/survivors of sexual misconduct, sexual assault, sexual exploitation, stalking, dating violence and domestic violence are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, pictures, logs or other copies of documents that may be useful to university investigators or police should the victim/survivor decide to report now or in the future.

## REPORTING TO LAW ENFORCEMENT AND MAKING A CRIMINAL REPORT

If your physical safety is at imminent risk, we encourage you to seek immediate assistance from the police.

Some forms of misconduct prohibited under the Nondiscrimination Policy may also be prohibited by law. You have a right to be informed of law enforcement options and information regarding the availability of a criminal or civil prosecution for victims of crime.

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<sup>4</sup> See page 64-- Disciplinary Procedures

It is a victim's/survivor's choice to report a crime. You have the right to report or decline to report an incident to law enforcement. You have the right to not be forced, coerced, or pressured into reporting to law enforcement.

A victim/survivor may report an incident to law enforcement at any time. In the event of an emergency where immediate assistance is required, a victim/survivor should dial 9-1-1 to be connected with the nearest police department. If there is no emergency, victims/survivors can file a police report at any time in the jurisdiction where the assault occurred. A confidential victim advocate can assist the victim/survivor in filing the report if requested.

Victims/survivors of crimes such as sexual assault, sexual exploitation, stalking, dating violence, domestic violence, abuse, threats of abuse and/or serious harassment all have a right to petition the court in the appropriate jurisdiction for a protective order (also referred to as a restraining order).

Your Campus Advocate, University Police Department and Title IX Coordinator are all able to provide you with more information about pursuing criminal prosecution, civil prosecution and/or protective orders.

A victim/survivor of specific offenses [enumerated in California Government Code 7923.615(b)(1)] has the right to request to be listed as a confidential victim in a law enforcement agency's report. Being listed as a confidential victim in a law enforcement agency's report prevents the law enforcement agency from disclosing the confidential victim's name and address as a matter of public record. However, the confidential victim's information can be released to the prosecutor, parole officers of the Department of Corrections and Rehabilitation, hearing officers of the parole authority, probation officers of county probation departments, or other persons or public agencies where authorized or required by law. Please see California Penal Code section 293 for more information.

Employees of the University Police Department have a duty to report to the Title IX Coordinator / DHR Administrator any time they know or have reason to know of incidents that may violate this Nondiscrimination Policy, so that the Title IX Coordinator or DHR Administrator can carry out their duties under the law and under this Nondiscrimination Policy. At a minimum, the information to be reported includes all the information authorized to be disclosed under the law in response to records requests, but without requiring a formal request<sup>5</sup>. Such information includes but is not limited to the time, substance, and location of all complaints or requests for assistance received by University Police and the time and nature of the response thereto, including, to the extent the information regarding crimes alleged or committed or any other incident investigated is recorded, the time, date, and location of occurrence, the time and date of the report, the name and age of the victim, the factual circumstances surrounding the crime or incident, the identity of the alleged perpetrator, and a general description of

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<sup>5</sup> See Government Code 7923.615

any injuries, property, or weapons involved<sup>6</sup>. For certain sex offenses<sup>7</sup> the victim has the right to affirmatively request from University Police, after being informed of their options, that the victim's identity remain confidential<sup>8</sup>. However, even if the victim requests confidentiality of identity, the University Police should specifically ask the victim if the victim's name can be provided to the Title IX Office so that the Title IX Coordinator can contact the victim to discuss supportive measures that can be offered. And in all cases, even when the victim requests confidentiality, the identity of the alleged perpetrator (if known) must be reported to the Title IX Coordinator.

## PROTECTIVE ORDERS

### **Civil reporting options & protective orders**

A victim/survivor may choose to file a civil lawsuit against the alleged offender, whether or not criminal charges have been filed. A civil lawsuit provides an opportunity to recover actual money damages, which may include compensation for medical expenses, lost wages, pain, suffering and emotional distress. An Advocate can assist a victim/survivor with identifying the necessary steps and processes for filing a lawsuit if requested.

### **Court-Ordered Restraining Orders**

A victim/survivor may choose to obtain a restraining order (such as a domestic violence restraining order or a civil harassment restraining order). Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can help protect a victim/survivor who has experienced or is reasonably in fear of physical violence, sexual violence, domestic violence, dating violence and stalking.

### **Emergency Protective Order (EPO)**

An Emergency Protective Order (EPO) is a type of restraining order that only law enforcement can ask for by calling a judge. Typically, this is done by an officer responding to the scene of a domestic violence incident. Judges are available to issue EPOs 24 hours a day. The EPO takes effect immediately and can last up to seven calendar days. The judge can order the alleged abuser to leave the domicile and stay

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<sup>6</sup> See Government Code 7923.615

<sup>7</sup> See Penal Code Sections 220, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.3, 288.4, 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9, or 647.6.

<sup>8</sup> Additionally, the confidential victim's information can be released to the prosecutor, parole officers of the Department of Corrections and Rehabilitation, hearing officers of the parole authority, probation officers of county probation departments, or other persons or public agencies where authorized or required by law. Please see California Penal Code section 293 for more information.



away from the victim and their children for up to a week. This provides the victim with time to go to court to request a temporary restraining order.

### **Temporary Domestic Violence Restraining Order (TRO)**

A TRO is a type of protective order. In order to obtain one, the victim/survivor must fill out paperwork explaining the facts and why a protective order is needed. If a judge agrees that protection is needed, the judge will issue a temporary restraining order. Temporary restraining orders usually last until the court hearing date, typically 20 to 25 days after the petition is filed.

### **Criminal Protective Order (CPO)**

When there is a claim that a domestic violence incident occurred, a criminal charge (or charges) may be filed by a prosecutor (such as the City Attorney or District Attorney) against the person who allegedly committed the criminal act. The prosecutor commonly asks a judge to issue a Criminal Protective Order while the criminal case proceeds. A CPO typically requires the defendant (the person who allegedly committed the criminal act) to stay away from and not to hurt, threaten, or communicate with the victim/accuser. If the defendant is convicted of or pleads guilty to the criminal charge(s), the CPO may last for up to ten years after the case is over.

### **Civil Harassment Restraining Order**

This type of court order is available to individuals who have been harassed by any of the following: a neighbor, roommate (as long as no dating/romantic relationship existed or exists), friend, family member more than two degrees removed (e.g., an aunt/uncle, niece/nephew, cousin, or more distant relative), stranger, or another person not closely related to the victim of the harassment.

An individual who has been civilly harassed by a current or former spouse/partner, or someone with whom a dating/romantic relationship existed, or a close relative (parent, child, brother, sister, grandmother, grandfather, in-law) may qualify for a domestic violence restraining order but would not qualify for a civil harassment restraining order.

### **The CSU, Restraining Orders and Protective Orders**

The CSU complies with California law in recognizing restraining orders and protective orders. If you obtain a restraining order a copy should be provided to your campus Police Department. In order to comply with the restraining order, Title IX Coordinators, DHR Administrators, Advocates and/or the University Police Department on your campus may assist with setting up escorts, establishing special parking arrangements, changing classroom or employment locations, or additional measures as needed. Victim/Survivor Advocates on your campus can offer assistance with obtaining a restraining order.

## **DISCIPLINARY PROCEDURES**

Disciplinary procedures for sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking will provide a prompt, fair, and impartial process and resolution, outlined in the

following excerpts from the [CSU Nondiscrimination Policy \(“the Policy”\)](#). As required by law, the excerpts in this Annual Security Report capture the steps, decisionmakers, and anticipated timelines for both formal and informal resolution processes, as applicable. For details beyond the steps, decisionmakers, and anticipated timelines, please see the policy.

The campus Title IX Coordinator is the designated administrator to receive reports of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation.

**Cal Poly Pomona Title IX Coordinator**

Dawnita H. Franklin, MPA  
Office of Equity and Compliance  
Student Services #121 West Room 2701  
Email: [Dhfranklin@cpp.edu](mailto:Dhfranklin@cpp.edu)  
Phone: (909) 869-4646  
Website: <https://www.cpp.edu/officeofequity/>

To file a disciplinary complaint, you may submit a Title IX [Online Reporting Form](#). You may also file a report by contacting the Office of Equity and Compliance/Title IX at (909) 869-4646 or by email at [officeofequity@cpp.edu](mailto:officeofequity@cpp.edu). Your report will be accepted in any language. More information is available on the OEC website at <https://www.cpp.edu/officeofequity/titleIX/report-an-incident-notab.shtml>.

Complaints alleging violations of this Nondiscrimination Policy against a President, Title IX Coordinator / DHR Administrator, the Chancellor, or member of the Board of Trustees will be made to the Office of Civil Rights Programming & Services at [CO-Complaints@calstate.edu](mailto:CO-Complaints@calstate.edu). Any person may report an alleged violation of the Nondiscrimination Policy.

Reports may be made at any time, and individuals are encouraged to report an alleged violation of the Nondiscrimination Policy regardless of how much time has passed. The University's ability to interview witnesses and otherwise investigate or act, however, may be limited by various factors, including the passage of time, fading witness memories, and/or preservation of evidence. In all cases, the Title IX Coordinator/DHR Administrator is available to discuss Supportive Measures with the Complainant at any time, regardless of how much time has passed since the incident described in the report.

The University's primary concern is the safety of the campus community. Any person who reports an alleged violation of the Nondiscrimination Policy should discuss any concerns about safety with the Title IX Coordinator/DHR Administrator

The Nondiscrimination Policy prohibits Retaliation. If a student or employee is reluctant to report because they fear Retaliation, they should discuss their concerns with the Title IX Coordinator/DHR Administrator as soon as possible.

Any Student who participates as a Complainant or witness in a Complaint process (including investigation or hearing) relating to Sex-based Harassment that falls under these Procedures will not be disciplined for related violations of the Standards for Student Conduct at or near the time of the incident, unless the University determines that the violation was egregious. The University may, however, take other appropriate action including having an educational discussion with the student. Egregious conduct includes, but is not limited to, action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

**Simultaneous Written Notification**

Communication with the Parties regarding a Complaint, an investigation, or hearing will be sent to their designated CSU campus email address, unless the Party has specifically requested in writing to the Title IX Coordinator/DHR Administrator, Investigator, or Hearing Coordinator that communication be sent to a different email address. Communication with Parties who are neither Students nor Employees will be sent to an email address that they provide. Any communications relating to the outcome of an investigation or hearing, including any changes to the outcome or when the outcome becomes final, will be provided in writing to the Complainant and the Respondent at the same time.

**Outreach to Complainant**

After receiving a report, the Title IX Coordinator will assess the report and provide outreach to the possible Complainant named in the report. This outreach will include the following:

- a. A statement that the University has received a report of conduct that may be prohibited by the Nondiscrimination Policy (e.g. Discrimination, Harassment, Sex-based Harassment, Sexual Misconduct, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, Prohibited Consensual Relationship, or Retaliation.)
- b. A description of the role of the Title IX Coordinator/DHR Administrator.
- c. A request for the Complainant to meet with the Title IX Coordinator/DHR Administrator, or other designated employee, to discuss the Complainant's options and next steps.
- d. A statement that the Complainant can be accompanied by an Advisor of their choice during any meeting relating to the report and any subsequent Complaint process.
- e. Information regarding counseling, resources, and potential Supportive Measures.
- f. An explanation of how the University responds to reports of Nondiscrimination Policy violations and a description of potential disciplinary consequences.
- g. A summary of the investigation procedures.
- h. A statement regarding the importance of preserving evidence.
- i. A statement that the Complainant may, but is not required to, report to law enforcement any allegations that could constitute criminal behavior.
- j. A statement that retaliation for making a Complaint or participating in a Complaint process is prohibited by the Nondiscrimination Policy.

In addition to the information provided in the outreach communication, the Title IX Coordinator/DHR Administrator will provide Complainants alleging Sexual Misconduct, Sexual Exploitation Dating Violence, Domestic Violence or Stalking, with the information in Attachment D - Rights and Options for Victims of Sexual Misconduct/Sexual Assault, Sexual Exploitation, Dating and Domestic Violence, And Stalking.

### **Initial Assessment & Intake Meeting**

The Title IX Coordinator/DHR Administrator will offer to conduct an intake meeting with any Complainant who responds to outreach communication, or otherwise makes a report of a potential Nondiscrimination Policy violation to discuss the Complainant's options, explain the available processes (including informal resolution and the formal complaint resolution process), and provide information about Supportive Measures. The Title IX Coordinator/DHR Administrator will consider the need for a follow-up meeting with the Complainant, as appropriate. Any subsequent investigation will include an interview with the Complainant conducted by the assigned investigator. The investigatory interview will be intended to build upon and clarify the information provided during intake.

All persons involved in implementing these procedures (e.g., the campus Title IX Coordinator and any Deputy Title IX Coordinator(s), Investigators, Human Resource Directors and Hearing Officers presiding over hearings) shall have relevant annual training on issues related to Sex Discrimination, Sexual Harassment, Sexual Misconduct, Sexual Exploitation, Dating and Domestic Violence, and Stalking. Such annual training shall include the CSU complaint processes, as well as the handling, investigation, and analysis of complaints of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Sexual Exploitation, Dating and Domestic Violence, and Stalking. The annual training shall also address applicable confidentiality issues, especially with respect to the Title IX Coordinator's duty to weigh any victim's request for confidentiality against the duty to provide a safe and nondiscriminatory environment for all members of the campus community. For matters involving Sexual Misconduct, Sexual Exploitation, Dating and Domestic Violence, and Stalking, the training shall also include how to conduct an investigation and hearing process that protects the safety of the person(s) involved and promotes accountability.

The Complainant and Respondent may choose to be accompanied by one Advisor of their choice, who may be, but is not required to be, an attorney or a union representative during meetings or any stage of the Complaint process.

The University will not limit the choice or presence of the Advisor for the Complainant or Respondent in any meeting or proceeding. However, the unavailability of a specific Advisor will not unduly interfere with prompt scheduling.

A Party's Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent. However, the Advisor may observe and consult with the Complainant or Respondent.

The Parties also have the right to consult with an attorney, at their own expense, or a union representative at any stage of the process if they wish to do so.

## **Confidentiality Requests and Requests Not to Investigate**

### **CONFIDENTIALITY REQUESTS**

The University will maintain confidentiality of reports, Complaints, and associated processes whenever possible. When necessary, to protect the campus community and to facilitate investigations and/or Supportive Measures, certain information may be shared on a "need-to-know" basis. Therefore, the University cannot guarantee confidentiality.

### **REQUESTS NOT TO INVESTIGATE**

When a Complainant requests that no investigation occur, the Title IX Coordinator/DHR Administrator will balance the request against the University's duty to provide a safe and non-discriminatory environment for all members of the campus community. In cases where the Complainant does not want to pursue an investigation, the Title IX Coordinator/DHR Administrator should inform the Complainant that the ability to take corrective action may be limited.

The Title IX Coordinator/DHR Administrator will consider, at a minimum:

- a. The Complainant's request not to proceed with initiation of a Complaint;
- b. The Complainant's reasonable safety concerns regarding initiation of a Complaint;
- c. The risk that additional acts of Discrimination, Harassment, or Retaliation would occur if a Complaint is not initiated;
- d. The severity of the alleged Discrimination, Harassment, or Retaliation including whether the conduct, if established, would require the removal of a Respondent from campus or imposition of another Disciplinary Sanction to end the Discrimination, Harassment, or Retaliation and prevent its recurrence;
- e. Whether the Respondent poses an imminent threat to the campus community, which may include violence, threats of violence, use of a weapon, physical restraints, or unwanted physical contact.
- f. The age and relationship of the Parties, including power imbalance and whether the Respondent is an Employee of the University;
- g. The scope of the alleged conduct, including information suggesting a pattern (such as multiple or prior reports of misconduct against the Respondent), ongoing conduct, or conduct alleged to have impacted multiple individuals;
- h. Whether the University is able to conduct a thorough investigation and obtain relevant evidence without the Complainant's cooperation;
- i. The availability of evidence to assist a decisionmaker (Investigator or Hearing Officer) in determining whether Discrimination, Harassment, or Retaliation occurred;
- j. Whether the University could end the alleged Discrimination, Harassment, or Retaliation and prevent its recurrence without initiating the formal complaint resolution process; and
- k. For Employee Complainants, the University will also consider its obligation to maintain a safe work environment in determining whether an investigation is necessary.
  - a. The Title IX Coordinator/DHR Administrator will document the basis for the decision to initiate or to not initiate the investigation based on this assessment criteria.

### **DECISION TO PROCEED WITH COMPLAINT**

Based on the assessment criteria above, the Title IX Coordinator/DHR Administrator has discretion to initiate an investigation without the Complainant's participation.

### DECISION TO PROCEED WITH COMPLAINT

When the Title IX Coordinator/DHR Administrator decides to proceed with an investigation without a Complainant's participation, the Title IX Coordinator/DHR Administrator will make the Complaint on behalf of the University. The Title IX Coordinator/DHR Administrator will remain neutral in applying the Nondiscrimination Policy and these Procedures. In these cases, the Title IX Coordinator/DHR Administrator will provide the impacted party with the same notices, updates, and opportunities to participate as the Respondent throughout the investigation and, where applicable, hearing process, unless the impacted party confirms in writing that they do not want to receive these communications and do not wish to participate in the process. The impacted party may rescind this notice at any time in writing to the Title IX Coordinator/DHR Administrator.

When the Title IX Coordinator/DHR Administrator initiates an investigation without the Complainant's participation, the Complainant will be informed in advance of the Title IX Coordinator/DHR Administrator disclosing the Complainant's identity and details of the Complaint or report to the Respondent or initiating an investigation. The Title IX Coordinator/DHR Administrator will work with campus partners to take steps to arrange reasonable safety measures for the Complainant if appropriate. At the Complainant's request, the Title IX Coordinator/DHR Administrator will inform the Respondent that the Complainant asked the University not to investigate or seek discipline.

A Student Complainant will not be required to participate in an investigation if they do not wish to do so.

### DECISION TO NOT PROCEED WITH INVESTIGATION:

If a request for confidentiality or no investigation is granted, the Title IX Coordinator/DHR Administrator will nevertheless take reasonable steps to limit the effects of the alleged Discrimination, Harassment, or Retaliation, and prevent its recurrence without initiating formal action against the Respondent or revealing the identity of the Complainant. Examples include increased temporary monitoring, supervision, or security at locations or activities where the alleged misconduct occurred; providing additional training and education materials for students and employees; or conducting climate surveys. Reasonable steps will be taken to provide for the safety of a Complainant while keeping the Complainant's identity confidential as appropriate and if possible. These steps may include changing living arrangements or course schedules, assignments, or tests. The Complainant will be notified that the steps the campus will take may be limited by the request for confidentiality.

## SUPPORTIVE MEASURES

The University will offer and coordinate Supportive Measures as appropriate for the Complainant and/or Respondent to restore or preserve that person's access to the University's education programs, activities, employment, or to provide support during the University's formal complaint resolution process or during the informal resolution process. Supportive Measures may include, but are not limited to: counseling; extensions of deadlines and other course-related adjustments; changes to employee reporting line; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more Parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to Discrimination, Harassment, and Retaliation.

The Title IX Coordinator/DHR Administrator will describe and offer Supportive Measures to Complainants during the initial assessment (even if no Complaint is made or the Complaint is ultimately not investigated), and to Respondents during an initial meeting.

The Title IX Coordinator/DHR Administrator is responsible for coordinating the effective implementation of Supportive Measures if requested and reasonably available.

**Review of Supportive Measures (Applies only to Reports or Complaints of Sex-based Harassment)**

A Complainant or Respondent may request modification or reversal of a decision to provide, deny, modify, or terminate Supportive Measures applicable to them.

This request will be reviewed by an appropriate and impartial Employee:

- a) If the original decision about Supportive Measures was made by a person with authority delegated by the Title IX Coordinator/DHR Administrator, the review will be conducted by the Title IX Coordinator/DHR Administrator.
- b) If the original decision about Supportive Measures was made by the Title IX Coordinator/DHR Administrator, the review will be conducted by a Systemwide Director for Civil Rights.

If the reviewer determines that the decision to provide, deny, modify, or terminate the Supportive Measure was inconsistent with the Nondiscrimination Policy's requirements, expectations, or standards for Supportive Measures, they may modify or reverse the decision. In making this determination, the reviewer should consider:

- a) Do the Supportive Measures unreasonably burden a Complainant or Respondent?
- b) Are the Supportive Measures punitive?
- c) Are the Supportive Measures reasonably available and restore access to the CSU's programs, activities, or employment?
- d) Are the Supportive Measures being offered or provided during the informal resolution process or formal complaint resolution process?

A Complainant or Respondent may also seek additional modification or termination of a Supportive Measure applicable to them if circumstances change materially by contacting the Title IX Coordinator / DHR Administrator.

The University will not share information about any Supportive Measures with anyone other than the person to whom they apply, including informing one Party of Supportive Measures provided to another Party, unless necessary to provide the Supportive Measure or restore or preserve a Party's access to the CSU's education programs, activities, or employment, or when otherwise required by state or federal law.

## **No-Contact Directives**

No-contact directives may be issued as a Supportive Measure, Remedy, or in connection with an Informal Resolution Agreement, with or without an investigation. When reasonably requested by a Complainant or otherwise needed to protect health and safety or to preserve the integrity of the investigation, the University will issue an interim no-contact directive, which may be unilateral (prohibiting the Respondent from contacting the Complainant) or mutual (prohibiting the Parties from contacting each other) while the investigation is pending.

No-contact directives that are not part of an Informal Resolution Agreement must meet the following requirements:

1. No-contact directives that limit an individual's movement on a University campus may only be issued where the conduct alleged is egregious or where an objective threat of physical harm exists.
2. A mutual no-contact directive (applicable to both Parties) may only be issued prior to an investigation outcome. Mutual no-contact directives will not be issued automatically. The Title IX Coordinator/DHR Administrator must consider, based on the circumstances of each case, whether a mutual no-contact directive is necessary or justifiable to protect the Respondent's safety or well-being, or to address concerns about interference with an investigation.
3. If there is a finding that the Nondiscrimination Policy has been violated and a mutual no-contact directive is already in effect, unless there are extenuating circumstances, the no-contact directive will promptly be converted to a unilateral no-contact directive (applicable only to the Respondent).
4. Any no-contact directive (whether mutual or unilateral) will be delivered to both Parties in writing and will be accompanied by a written explanation of the terms of the directive and the consequences for violating the no-contact directive. A no-contact directive is intended to be temporary and should be periodically assessed to confirm the continued need for, and appropriateness of, its specific terms (conditions), including whether it should be mutual (applicable to both Parties), or unilateral (only applicable to the Respondent).
5. Violations of no-contact directives will be addressed by the campus Student Conduct Administrator in the same manner as any violation of the Student Conduct Code if the Respondent is a student, or by Human Resources or Faculty Affairs, if the Respondent is an employee. If the alleged violation of the no-contact directive is itself a violation of the Nondiscrimination Policy, the matter will be referred to the Title IX Coordinator/DHR Administrator.

In considering the reasonableness and terms of a requested no-contact directive, the Title IX Coordinator/DHR Administrator may consider various factors, including the need expressed by the Complainant or Respondent; the ages of the Parties involved; the nature of the allegations and their continued effects on the Complainant or Respondent; whether the Parties continue to interact directly in the University's education program or activity, including through student employment, shared residence



or dining facilities, class, or campus transportation; and whether steps have already been taken to mitigate the harm from the Parties' interactions, such as implementation of a civil protective order.

### **Criminal Complaints and Concurrent Investigations**

Complainants will be informed during the intake meeting of their right to make a criminal complaint with University police or other appropriate law enforcement agencies. The Title IX Coordinator/DHR Administrator will offer to assist the Complainant and will assure them that filing a criminal complaint will not unreasonably delay the University's investigation. The University will typically not wait until the conclusion of a criminal investigation to begin its own investigation. Although it may be necessary to temporarily delay the investigation while law enforcement is gathering evidence, once notified that law enforcement has completed the fact gathering portion of their investigation, the University will promptly resume and complete its own investigation. Individuals who first report to University police will be encouraged to also make a Complaint with the Title IX Coordinator/DHR Administrator.

### **INTERIM SUSPENSION**

An interim suspension may be considered for a Student Respondent, where there is reasonable cause to believe that interim suspension of that Student is necessary to protect the personal safety of persons within the Campus community or Campus property, and to ensure the maintenance of order during an investigation. Such interim suspensions will be implemented in accordance with the procedures under the Student Conduct Process and will only remain in effect during the Complaint process until determined to be no longer necessary. In determining whether an interim suspension is necessary, the Title IX Coordinator/DHR Administrator will coordinate with the Student Conduct Administrator to ensure appropriate on-going assessment and implementation occurs.

### **EMERGENCY REMOVAL – APPLIES ONLY TO REPORTS OR COMPLAINTS OF SEX-BASED HARASSMENT:**

The University may remove a Respondent from its education programs or activities, including Student employment, on an emergency basis in the absence of a Complaint, before an investigation concludes or where no investigation or hearing is pending. Prior to the removal, an individualized safety and risk analysis will be conducted. The removal is referred to as an "Emergency Removal," and has the effect of an Interim Suspension, as set forth in the Student Conduct Process, including that during the period of the Emergency Removal, the Student may not, without prior written permission from the University president or designee, enter any campus of the CSU. As with Interim Suspensions in the Student Conduct Process, the president or vice president designee, in consultation with the Title IX Coordinator/DHR Administrator, will determine whether there is an imminent and serious threat to the health or safety of a Complainant or any Students, Employees, or other persons arising from the allegations of Sex-based Harassment that justifies removal.

Where a determination is made that justifies Emergency Removal, the Respondent will be provided with notice and given an opportunity to challenge the decision immediately following the removal, in accordance with the procedures in the Student Conduct Process. This includes the right to a hearing within 10 Working Days of a request by the Respondent for such a hearing to determine if there is an

imminent and serious threat to the health or safety of a Complainant or any Students, Employees, or other persons arising from the allegations of Sex-based Harassment that justifies removal. The hearing will be conducted under the Student Conduct Process and not these Procedures as they relate to hearings.

#### ADMINISTRATIVE LEAVE

A campus may place a non-student Employee on Administrative Leave (sometimes referred to as Temporary Suspension) in accordance with applicable Collective Bargaining Agreements or CSU policies while the Complaint process is pending.

#### TRANSCRIPT NOTATIONS

If a Respondent withdraws, transfers, or disenrolls from the University pending an investigation or disciplinary proceeding concerning a violation of the Nondiscrimination Policy, transcript notations may be appropriate and will be addressed under the Student Conduct Process. As appropriate to the situation, the University may place an administrative hold on registration transactions, release of records, and transcripts of a Student who has been sent written notice of a pending investigation or disciplinary matter concerning that Student, and may withhold awarding a degree otherwise earned until the completion of the investigation or disciplinary process, including the completion of all sanctions imposed.

## COMPLAINTS

When the Title IX Coordinator/DHR Administrator receives a Complaint, they will determine whether to open an investigation after making a preliminary inquiry into the allegations. An investigation may not be warranted where the reported information does not allege facts with enough specificity or include conduct that would, even if true, constitute a violation of the Nondiscrimination Policy. These determinations will be documented in writing by the Title IX Coordinator/DHR Administrator and maintained in accordance with systemwide records retention policies.

When more than one Complainant or more than one Respondent is involved, references in these Procedures to a Party, Complainant, or Respondent include the plural, as applicable.

#### **Complaints Accepted for Investigation**

Within 10 Working Days of the date of an intake meeting or receipt of a request for investigation from the Complainant (whichever is later), or making a determination that an investigation is necessary without a request from or participation by the Complainant, the Title IX Coordinator/DHR Administrator will send a Notice of Investigation to the Complainant and Respondent.

#### **Complaint Not Accepted for Investigation**

If the Title IX Coordinator/DHR Administrator determines that the Complaint does not allege a violation of the Nondiscrimination Policy, the Title IX Coordinator/DHR Administrator will, within 10 Working Days of the date of the intake or receipt of a written request for investigation (whichever is later), notify the Complainant in writing that the Complaint will not be investigated without further information. The Title

IX Coordinator/DHR Administrator may refer the Complaint to another campus office if appropriate and will notify the Complainant of any referral. The Title IX Coordinator/DHR Administrator will retain a record of the Complaint, the written determination and any referrals made to another campus office.

### **Discretionary Dismissal**

At any time after a Complaint has been accepted for investigation, it is within the discretion of the Title IX Coordinator/DHR Administrator to dismiss a Complaint, or any part of a Complaint, if:

- A. The Complainant notifies the Title IX Coordinator/DHR Administrator in writing that they would like to withdraw the Complaint or any part of it, or
- B. If the specific circumstances prevent the University from reasonably gathering evidence necessary to reach a determination as to the Complaint or part of the Complaint.

### **Dismissal of a Complaint - Applies only to Complaints of Sex-based Harassment**

The Title IX Coordinator/DHR Administrator may dismiss a Complaint of Sex-based Harassment if:

- a. The University is unable to identify the Respondent after taking reasonable steps to do so;
- b. The Respondent is not participating in the University's education program or activity and is not employed by the University;
- c. The Complainant voluntarily withdraws any or all of the allegations in the Complaint, the Title IX Coordinator/DHR Administrator declines to initiate a Complaint, and the University determines that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute Sex-based Harassment even if proven; or
- d. The University determines the conduct alleged in the Complaint, even if proven, would not constitute Sex-based Harassment. Before dismissing the Complaint, the University will make reasonable efforts to clarify the allegations with the Complainant. Complaints that are dismissed on this basis may be referred to another process or another campus office for review under other potentially applicable policies or codes of conduct (such as the grade appeal process, student code of conduct, employee grievance procedures, ADA process, to be addressed as unprofessional conduct, etc.).

When a complaint is dismissed, the University will promptly notify the Complainant of the basis for the dismissal in writing. If the dismissal occurs after the Respondent has been notified of the allegations, then the University will also notify the Respondent of the dismissal in writing and the basis for it. When a Complaint is dismissed, the University will, at a minimum:

- a. Offer Supportive Measures to the Complainant as appropriate;
- b. If the Respondent has been notified of the allegations, offer Supportive Measures to the Respondent as appropriate; and

- c. Take other prompt and effective steps, as appropriate, through the Title IX Coordinator/DHR Administrator to ensure that Sex-based Harassment does not continue or recur within the University's education program or activity.

The University will notify the Complainant that a dismissal may be appealed and will provide the Complainant with an opportunity to appeal the dismissal of a Complaint. If the dismissal occurs after the Respondent has been notified of the allegations, then the University will also notify the Respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- a. Procedural irregularity occurred that would have likely changed the outcome of the decision to dismiss;
- b. New evidence that was not reasonably available at the time of the dismissal and would have likely changed the outcome of the decision to dismiss; or
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.

Appeals will be submitted to the Civil Rights Appeals Unit at the Chancellor's Office and will be addressed to:

Civil Rights Appeals Unit  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802  
<mailto:CO-Appeals@calstate.edu>

1. If a Party is unable to submit an appeal or a response to an appeal electronically, they should contact the campus Title IX Coordinator/DHR Administrator for assistance.
2. When an appeal is submitted, the Civil Rights Appeals Unit will notify the other Party and the campus Title IX Coordinator/DHR Administrator in writing. The non-appealing Party may submit a written statement in support of or challenging the dismissal no later than 5 Working Days after the notice of appeal. Within 10 Working Days of the Civil Rights Appeals Unit's receipt of the appeal, the Civil Rights Appeals Unit will notify the Parties (via email and at the same time) of its decision.
3. The Civil Rights Appeals Unit will not consider evidence that was not introduced to the campus during the Complaint review process unless the new evidence was not reasonably available at the time of the Complaint review.
4. The Civil Rights Appeals Unit has discretion to extend the timelines for the dismissal appeal process for good cause or for any reasons deemed to be legitimate by the Civil Rights Appeals Unit. This includes the time for filing an appeal and the time for the Civil Rights Appeals Unit to respond to the appeal. The Civil Rights Appeals Unit will notify the Parties and the Title IX

Coordinator/DHR Administrator of any extensions of time granted pertaining to any portion of the appeal process.

5. The Civil Rights Appeals Unit appeal response is final and concludes the discretionary dismissal process under these Procedures.

### **Consolidation**

The University may consolidate Complaints of Discrimination, Harassment, or Retaliation against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against another Party, when the allegations of Discrimination, Harassment, or Retaliation arise out of the same or substantially similar facts or circumstances. The Title IX Coordinator/DHR Administrator will determine whether a Complaint should be consolidated (subject to FERPA and other applicable privacy laws). In addition, during the course of the investigation, the investigation may reveal the existence of additional or different violations of the Nondiscrimination Policy, which may also be consolidated following notification to the Parties. Depending on the timing and circumstances, the Title IX Coordinator/DHR Administrator retains discretion to resolve Complaints using the same investigator or following the resolution of the initial Complaint, such as through appropriate Disciplinary Sanctions.

### **Student Grade Appeals**

Grade appeals that allege a violation of the Nondiscrimination Policy proceed under the campus procedures per *CSU Grading, Repetition of Courses, Academic Renewal, and Appeals Policy* (or any superseding policy) and under these Procedures as follows:

1. The student will promptly request a grade appeal and note that the grade appeal procedure should be paused until such time as the campus investigation and any appeal process under these Procedures have concluded.
2. The determination whether a violation occurred under the Nondiscrimination Policy will be provided to the campus grade appeal committee, and the committee will be bound by the determination when the grade appeal process resumes.

## **ALTERNATIVE RESOLUTION PROCESS**

### **Informal Resolution**

The Parties may voluntarily choose to participate in an informal resolution process to resolve an alleged violation of the Nondiscrimination Policy. The filing of a formal Complaint is not required to initiate the informal resolution process.

#### **GENERAL PRINCIPLES**

The Title IX Coordinator / DHR Administrator has discretion to determine whether it is appropriate to offer an informal resolution process and may decline to allow informal resolution despite the request of one or more of the Parties. Circumstances when the Title IX Coordinator/DHR Administrator may decline to allow informal resolution include but are not limited to:

- i. When they determine that the alleged conduct would present a future risk of harm to others.
- ii. When the Complaint involves allegations made by a Student against an Employee. Informal resolution in these cases is generally discouraged and may be permitted with the approval of the Systemwide Director for Civil Rights assigned to the University following a request by the Title IX Coordinator/DHR Administrator. In addition, any informal resolution agreement between a Student and an Employee will be reviewed by the assigned Systemwide Director for Civil Rights prior to being finalized.

The Title IX Coordinator/DHR Administrator will conduct or oversee the informal resolution process and conduct an initial and on-going assessment as to whether the process should continue.

Prior to approving an informal resolution, the Title IX Coordinator/DHR Administrator will consult with the appropriate administrator responsible for discipline.

The Title IX Coordinator/DHR Administrator will make the final determination on all informal resolution processes regarding whether the terms agreed to by the Parties are appropriate considering all of the circumstances of the Complaint.

When the informal resolution process is offered, and to the extent necessary, the Title IX Coordinator/DHR Administrator will also take other appropriate prompt and effective steps to ensure that the alleged violations of the Nondiscrimination Policy do not continue or recur within the University's education programs, activities, or employment.

Neither Party will be required or pressured to participate in an informal resolution process. The Title IX Coordinator/DHR Administrator must obtain the Parties' voluntary written consent to participate in the informal resolution process and must not require waiver of the right to an investigation and determination of a Complaint as a condition of enrollment or continuing enrollment, employment or continuing employment, or exercise of any other right.

The person facilitating the informal resolution process must not be the same person as the Investigator or the Hearing Officer in the formal complaint resolution process. A Title IX Coordinator/DHR Administrator may facilitate the informal resolution process. When the Title IX Coordinator/DHR Administrator facilitates the informal resolution process, they cannot serve as the Investigator. In addition, any informal resolution agreements facilitated by the Title IX Coordinator/DHR Administrator must be signed by the assigned Systemwide Director for Civil Rights.

The person facilitating the informal resolution process must not be the same person as the Investigator or the Hearing Officer in the formal complaint resolution process. A Title IX Coordinator/DHR Administrator may facilitate the informal resolution process. When the Title IX Coordinator/DHR Administrator facilitates the informal resolution process, they cannot serve as the Investigator. In addition, any informal resolution agreements facilitated by the Title IX Coordinator/DHR Administrator must be signed by the assigned Systemwide Director for Civil Rights.

Any person facilitating an informal resolution process will receive appropriate training and must be free from a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

*NOTICE OF INFORMAL RESOLUTION PROCESS*

Before beginning the informal resolution process, the Title IX Coordinator/DHR Administrator will explain in writing to the Parties:

- a. The allegations;
- b. The requirements of the informal resolution process;
- c. That any Party has the right to withdraw from the informal resolution process and begin or continue with the formal complaint resolution process at any time before agreeing to a resolution;
- d. The Parties' right to consult with an Advisor;
- e. Any resolution must be in writing and signed by both Parties and the Title IX Coordinator/DHR Administrator;
- f. That if the Parties agree to a resolution at the end of the informal resolution process, they cannot begin or continue with the formal complaint process in relation to the same allegations;
- g. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the Parties; and
- h. What information the University will maintain and whether and how the University could disclose such information for use in the formal complaint resolution process if such procedures begin or resume.

*POTENTIAL TERMS*

Potential terms that may be included in an informal resolution agreement include, but are not limited to:

- a. Apology, written or verbal;
- b. Relocation or removal from a residence hall or other University provided housing, subject to availability;
- c. Changes in academic arrangements, such as changing class sections or locations;
- d. Changes in work schedules or locations;
- e. Limitations on or agreements related to participation in and/or presence in/at events, extracurricular activities, student organizations, recreational facilities, athletics, etc.
- f. Participation in and/or successful completion of alcohol or drug education or counseling;
- g. Participation in counseling services for mental or behavioral health;
- h. Participation in specific educational opportunity or training;

- i. Voluntary educational, mentoring, coaching, or counseling sessions, which may or may not include stipulations, such as proof of successful completion or statement of active participation from the mentor / coach / counselor;
- j. Verbal counseling or warnings;
- k. Collaborative agreements on behavioral or institutional changes;
- l. No-contact directives, or other restrictions on contact, communication, and/or interactions between the Parties;
- m. Restrictions on Respondent's movement or access to specific locations at the University;
- n. Alternative seating arrangements for graduation;
- o. Complainant sharing of an impact statement with the Respondent;
- p. Admission or acceptance of responsibility for causing harm and/or the alleged conduct;
- q. Community service;
- r. Voluntary participation in formal disciplinary action for Respondent;
- s. Restrictions on the Respondent's participation in one or more University programs or activities or attendance at specific events, including restrictions the University could have imposed as Remedies or Disciplinary Sanctions had it determined at the conclusion of the formal complaint resolution process that a violation of the Nondiscrimination Policy occurred; or
- t. Other mutually agreed upon outcomes or resolutions.
  - Any agreed-upon Remedies and Disciplinary Sanctions agreed to in an informal resolution have the same effect as Remedies given and Disciplinary Sanctions imposed following an investigation or hearing.

#### TIMEFRAME

The informal resolution process may take place at any time before a determination of responsibility is made, but no later than 60 Working Days after both Parties provide voluntary, written consent to participate in the informal resolution process. The Parties and the Title IX Coordinator / DHR Administrator may agree to one or more extensions of the 60 Working Day deadline, which will be confirmed in writing. The timeline of the formal complaint resolution process will be paused during the pendency of any informal resolution process.

#### WRITTEN AGREEMENT-NOT SUBJECT TO APPEAL

The terms of any informal resolution must be in writing and signed by the Parties and the Title IX Coordinator/DHR Administrator. Use of electronic signatures is permitted. A signed agreement to an Informal Resolution is final and is not appealable by either Party.



### RESTRICTIONS ON MEDIATION BETWEEN THE PARTIES

Mediation between the Parties cannot be used, even on a voluntary basis, to resolve Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, or Stalking Complaints.

## ACCEPTANCE OF RESPONSIBILITY

The Respondent may, at any time during the investigation or hearing process, prior to an Investigator or Hearing Officer issuing their determination, choose to accept responsibility for the alleged conduct prohibited under the Nondiscrimination Policy.

Before a Respondent accepts responsibility for the alleged misconduct, the Title IX Coordinator / DHR Administrator or designee will discuss with the Respondent that the matter will be referred to the University president or designee for a decision regarding an appropriate Disciplinary Sanction, and that the acceptance of responsibility could – but will not necessarily – be regarded as a mitigating factor that results in less severe sanctions.

Acceptance of responsibility will only be recognized if the Respondent accepts responsibility by signing a written document prepared by the Title IX Coordinator / DHR Administrator that describes the range of Disciplinary Sanctions that the president or designee will consider in reaching a decision about Disciplinary Sanctions.

If the Respondent has accepted responsibility in writing, the Title IX/DHR office will issue a brief written summary of the allegations and a statement that the Respondent has accepted responsibility. The written summary will be sent to both the Complainant and the Respondent.

Within 5 Working Days of receiving the written summary from the Title IX/DHR Office, each Party may submit to the Title IX Coordinator / DHR Administrator an impact statement or other statement regarding discipline that is no more than 2000 words in length. The document is an opportunity for each Party to suggest disciplinary outcomes and to provide information that they believe is important for the president or designee to consider when reaching a sanction decision. The Student Conduct Administrator and/or Title IX Coordinator / DHR Administrator will also submit a written statement regarding aggravating and mitigating factors (that is, factors that would warrant a more severe or less severe sanction), including whether the Respondent was previously found to have violated the Standards for Student Conduct or the Nondiscrimination Policy. These written statements will be provided to the president or designee who will decide an appropriate sanction.

The Parties may appeal the sanction only on the grounds that the sanction(s) imposed was objectively unreasonable, or arbitrary based on the conduct for which the Respondent accepted responsibility. The appeal process will otherwise be in accordance with the Appeal Procedures below.

Where there is an acceptance of responsibility regarding some but not all of the alleged conduct, the investigation and hearing process will continue to conclusion, unless otherwise resolved through Informal Resolution

# INVESTIGATIONS – THE FORMAL COMPLAINT RESOLUTION PROCESS

## **Purpose of the Investigation and Resolution Process**

The investigation and resolution of Complaints under these Procedures is not intended to be an adversarial process between the Complainant, the Respondent, and witnesses. Rather, it is a process and opportunity for the University to educate students, provide an environment free from Discrimination, Harassment, and Retaliation, and comply with its obligations under law. The University will provide for adequate, reliable, and impartial investigation of Complaints. The University will treat Complainants and Respondents equitably.

## **COOPERATION IN THE INVESTIGATION PROCESS**

All Employees, and Students who are not Parties to the Complaint, are required to cooperate with the investigation and other processes set forth in these Procedures, including but not limited to, attending meetings and interviews, and being forthright and honest during the process.

## **WRITTEN NOTICE**

The University will provide a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the Party to prepare to participate.

## **PROHIBITION ON RETALIATION**

The University strictly prohibits Parties or witnesses from engaging in Retaliation against anyone for reporting or filing a Complaint, assisting or participating in an investigation or hearing, interfering with a Party's or witness's rights or privileges under the Nondiscrimination Policy, or for assisting someone else in reporting or opposing conduct prohibited by the Nondiscrimination Policy. Any acts of Retaliation are subject to disciplinary action.

## **Privacy**

The University will take reasonable steps to protect the privacy of the Parties and witnesses, including ensuring compliance with the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws. During the formal complaint resolution process, beginning with the Notice of Investigation and concluding when the deadline for an appeal has passed or the Civil Rights Appeals Unit has issued its final response, the Parties and witnesses are prohibited from using or disclosing the information or records obtained through the formal complaint resolution process. This prohibition shall not restrict the ability of the Parties to obtain and present evidence, including by speaking to witnesses, consulting with family members, confidential resources, or Advisors, or otherwise preparing for or participating in the formal complaint resolution process. These restrictions also do not apply to information learned through other means, such as personal experience, or to disclosures made during another administrative proceeding or through litigation. For especially sensitive materials, including but not limited to recordings and medical records, the University will provide such records for viewing or inspection only -- and not for copying or possessing. The Parties and their Advisors may be asked to sign written acknowledgements agreeing to these restrictions on disclosure and re-disclosure. Whether or not such

acknowledgements are signed, violations of these prohibitions, including disregarding any restrictions on the use of records (such as re-disclosing records to unauthorized individuals or copying records that are provided for viewing only), may subject a Student or Employee to discipline.

### **Standard and Burden of Proof**

The standard of proof for hearings and investigations under these Procedures is the Preponderance of the Evidence. Preponderance of the Evidence is a standard of proof that determines whether alleged conduct more likely than not occurred based on the evidence presented or facts available at the time of the decision. The responsibility is not on the Parties – but on the University — to conduct an investigation that gathers sufficient evidence to determine whether Discrimination, Harassment, or Retaliation occurred. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct. The University presumes that the Respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the formal complaint resolution process.

### **Role of the Title IX Coordinator / DHR Administrator in the Investigation Process**

The Title IX Coordinator/DHR Administrator will either investigate the Complaint or assign this task to an Investigator. If assigned to an Investigator, the Title IX Coordinator/DHR Administrator will supervise and oversee the investigation, including reviewing all draft investigation reports before they are final to ensure that the investigation complies with these Procedures. If the Title IX Coordinator/DHR Administrator investigates the Complaint, a Systemwide Director or other appropriately trained administrator will review all draft investigation reports in the place of the Title IX Coordinator/DHR Administrator.

### **Neutrality of Process**

The University requires that any Title IX Coordinator/DHR Administrator, investigator, or decisionmaker not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. A decisionmaker may be the same person as the Title IX Coordinator/DHR Administrator or investigator. The Title IX Coordinator/DHR Administrator will take affirmative steps to ensure that anyone involved in conducting investigations, finding facts, and making disciplinary decisions in a matter will be impartial, neutral, and free from actual conflicts of interest. A conflict of interest exists if a person has a personal relationship with one of the Parties or witnesses, has a reporting employment relationship with a Party, or has demonstrated actual bias towards a Party or witness or towards Complainants or Respondents in general. Mere belief or opinion does not constitute evidence of bias or conflict of interest.

### **Investigation Where a Respondent Does Not Participate**

The Respondent will not be found to have violated the Nondiscrimination Policy solely because the Respondent did not participate in the investigation or hearing process. Nor will the Respondent be found not to have violated the Nondiscrimination Policy solely because a Complainant or other witness did not participate in the investigation or hearing process.

## **Timeframe, Extensions, and Status Updates**

The University has established the following timeframes for the major stages of the formal complaint resolution process:

<b>Stage</b>	<b>Timeframe</b>
Complaint accepted or not accepted for investigation	Within 10 Working Days of the date of the intake or receipt of a written request for investigation (whichever is later)
Investigation – Review of Evidence Response Submission	10 Working Days from date Preliminary Investigation Report sent to Parties
Investigation – Final Investigation Report	100 Working Days from the date the Notice of Investigation is sent to Parties
Notice of Hearing	At least 20 Working Days prior to date of hearing
Hearing Officer’s Decision Report	15 Working Days from end of hearing
Final Decision from President or Designee	10 Working Days from receipt of Hearing Officer’s sanction recommendation
Appeal Submission	10 Working Days from date Notice of Investigation Outcome (non-hearing) or Final Decision (hearing) is sent to the Parties
Appeal Determination	30 Working Days after receipt of the written appeal

The University has also established the following process that allows for the reasonable extension of timeframes in these Procedures on a case-by-case basis for good cause. A Party, Investigator, and/or Hearing Officer may request a reasonable extension of the timeframes in these Procedures at any time from the Title IX Coordinator/DHR Administrator. The Title IX Coordinator/DHR Administrator may also initiate a reasonable extension of the timeframes in these Procedures at any time. For an extension to be granted, the following process must be followed:

1. Good cause for the extension must exist. Good cause may include:
  - a) To ensure the integrity and thoroughness of the investigation;
  - b) The reasonable absence of a Party, Party's advisor, or witness;
  - c) To comply with a request by law enforcement, including a concurrent law enforcement investigation;<sup>2</sup>
  - d) Based on the need to provide language assistance, disability accommodations, or other modifications to allow the full participation of a Party or witness;
  - e) Academic breaks or exam periods;
  - f) A particularly complex investigation or hearing process, such as one involving multiple Complainants, multiple Respondents, a large number of witnesses, voluminous evidence, or length of the written record;

- g) The severity and extent of the alleged misconduct; or
  - h) Other extenuating or unforeseen circumstances that are not within the control of the University, Party, witnesses, Investigator, or Hearing Officer.
2. The Title IX Coordinator/DHR Administrator is the final decision-maker with respect to all extensions
  3. The Parties receive written notice from the Title IX Coordinator/DHR Administrator or designee that an extension is necessary and an explanation for the delay. The notice will indicate if the extension alters the timeframes for the major stages of the Complaint process and provide a new estimated timeline.

#### REQUESTS FOR EXTENSIONS

While requests for delays by the Parties and witnesses may be considered, the University cannot unduly or unreasonably delay the prompt resolution of a Complaint under the Nondiscrimination Policy.

- a. Students – As required by California law, the Title IX Coordinator/DHR Administrator will not unreasonably deny a Student Party's request for an extension during periods of examinations or academic breaks.
- b. Employees – The fact that an Employee is off contract or between semesters, without more, does not excuse an Employee from their expected participation in the Complaint resolution process.

#### STATUS UPDATES

In addition to the communications at each major stage of the process, the University will provide a status update to the Complainant and Respondent every 30-days, beginning from the date that the Notice of Investigation is issued until the Notice of Investigation Outcome or Final Decision is issued to the Parties, unless a Party requests in writing not to receive these updates.

- a. For cases of Sex-based Harassment, the Title IX Coordinator/DHR Administrator shall notify the Complainant of any Disciplinary Sanctions imposed against a Respondent.
- b. The Civil Rights Appeals Unit will provide status updates to the Parties and Title IX Coordinator/DHR Administrator as required by the timelines in these Procedures.
- c. In addition, either Party may, at any time, request from the Title IX Coordinator/DHR Administrator a status updates regarding investigation, hearing, and appeal timeframes.

#### **Reasonable Accommodations**

Any person with a Disability who seeks reasonable accommodations to participate in the Complaint submission or investigation process will be referred to the appropriate campus administrator (for Students, the services for students with disabilities administrator, and for Employees the appropriate human resources administrator) who may consult with the Title IX Coordinator/DHR Administrator to determine the reasonableness of a requested accommodation.

## **Notices of Investigation**

The University will prepare Notices of Investigation for the Parties upon initiation of the formal complaint resolution process. The Notices of Investigation must be issued to the Parties in writing, at the same time, and with sufficient time and information for the Parties to prepare a response before any initial interview. A Notice of Investigation must include the following information:

6. An overview summary of the Complaint allegations (e.g., "who," "what," "when," and "where"), including the identities of the Parties, the conduct alleged to constitute Discrimination, Harassment, or Retaliation, and the date(s) and location(s) of the alleged incident(s);
7. A copy of, or internet link to, these Procedures and the Nondiscrimination Policy, as well as a summary of the alleged Nondiscrimination Policy violations;
8. A summary of the Nondiscrimination Policy formal complaint resolution process, including the right to appeal and the informal resolution process;
9. That Retaliation is prohibited;
10. The Respondent is presumed not responsible for the alleged conduct until a determination is made at the conclusion of the formal complaint resolution process. Prior to such a determination, the Parties will have an opportunity to provide Relevant evidence to a trained, impartial decisionmaker (Investigator or Hearing Officer);
11. The estimated timeline for completion of the investigation;
12. Information regarding counseling and other Supportive Measures;
13. The Parties may have one Advisor of their choice who may be, but is not required to be, an attorney or union representative;
14. The Parties will have an equal opportunity to access the Relevant and not otherwise impermissible evidence used in the investigation;
15. A statement that the Complainant and Respondent will have equal opportunities to identify Relevant witnesses and evidence in connection with the investigation and at any hearing, including the ability to:
  - a. Submit documentary information to the Investigator;
  - b. Submit a list of potential witnesses to the Investigator; or
  - c. Request that the Investigator attempt to collect additional relevant evidence;
16. A statement that any evidence available, but not disclosed during the investigation might not be considered in any findings made, including at any hearing, and likely will not be considered for purposes of appeal;
17. A statement that the Standards for Student Conduct prohibits furnishing false information to a University official, faculty member, or campus office;

18. A statement that the Complainant and Respondent will be provided with periodic status updates in accordance with the timelines established in these Procedures; and
19. A statement regarding the possible range of Disciplinary Sanctions. If new but related allegations are raised during the investigation that are materially different from those described in the Notice of Investigation, the Title IX Coordinator / DHR Administrator will issue a revised Notice of Investigation to the Parties, along with a corresponding revised timeline for completion, if appropriate.

### **Respondent Initial Meeting**

In the Notice of Investigation, the Title IX Coordinator/DHR Administrator will offer to have an initial meeting with the Respondent. This meeting is not intended to be investigatory in nature. At this meeting, the Title IX Coordinator / DHR Administrator will explain the allegations against the Respondent, as well as the investigation process and the Respondent's rights during the process. The Title IX Coordinator/DHR Administrator will also explain that during the investigation process the Respondent and the Complainant will have the opportunity to present evidence, identify witnesses, and review evidence.

### **Gathering Evidence**

During the investigation, the Investigator will take reasonable steps to gather all Relevant evidence from the Parties, witnesses, or other sources, including interviews with the Complainant, the Respondent, and Relevant witnesses. The University will provide an equal opportunity for the Parties to present fact witnesses and other inculpatory (meaning that it shows or tends to show a person's involvement in the alleged conduct) and exculpatory (meaning that it shows or tends to show that a person was not involved in the alleged conduct) evidence that is Relevant. The Investigator will interview the Parties and Relevant witnesses and review documents and physical evidence. As appropriate to the investigation, the Investigator may conduct follow-up interviews or request responses to questions in writing.

### **OPPORTUNITY TO SUBMIT EVIDENCE AND IDENTIFY WITNESSES**

The Complainant and Respondent will be asked to identify witnesses and provide other Relevant information, such as documents, communications, and other available evidence. The Parties are encouraged to provide all Relevant information as soon as possible to facilitate a prompt resolution to the Complaint. The Investigator may receive any information presented by the Parties, but the Investigator, not the Parties, is responsible for gathering Relevant evidence. If a Party or witness declines to voluntarily provide material information or delays in doing so, the University's ability to conduct a prompt, thorough, and equitable investigation may be impacted. The University will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present Relevant evidence. Parties and witnesses must not engage in actions that could be considered Retaliation, including confronting, threatening, intimidating, attempting to influence, or otherwise taking inappropriate actions against any Party, witness, or anyone else participating in the investigation or hearing process. The Investigator will document the steps taken to gather evidence, even when those efforts are not successful.

### *BASES FOR DECLINING A REQUEST TO GATHER EVIDENCE*

The Investigator will gather evidence and ask questions proposed by the Parties, except as follows:

- a. The Investigator determines that the questions are repetitive, irrelevant, or harassing.
- b. The request seeks information that can be reasonably and adequately obtained by the requesting Party from other independent or publicly available sources.
- c. The burden of obtaining the information is likely to substantially outweigh the benefit that the evidence bears on a disputed issue.
- d. The requested information can be reasonably obtained through other means less likely to intrude on a person's privacy.

### **Investigations Involving Allegations of Sex Discrimination**

The University will review all evidence gathered through the investigation and determine what Relevant evidence may be considered. Questions are Relevant when they seek evidence that may aid in showing whether or not the alleged conduct occurred, and evidence is Relevant when it may aid a decisionmaker in determining whether or not the alleged conduct occurred.

1. Impermissible evidence is evidence that is not allowed to be accessed, considered, or otherwise used by the University, except to determine if one of the exceptions listed below applies. The following types of evidence, and questions seeking that evidence, are impermissible, regardless of whether they are Relevant:
  - a. Evidence protected by a privilege recognized by state or federal law (unless waived by the Party or witness holding the privilege);
  - b. A Party's or witness's private medical records maintained by a physician, psychologist, or other recognized professional or paraprofessional (unless the Party or witness voluntarily consents to its use in writing); or
  - c. Evidence that relates to the Complainant's or Respondent's sexual interests or prior or subsequent sexual conduct (unless offered to prove someone other than the Respondent committed the alleged conduct or offered to prove how the Parties communicated consent in prior or subsequent consensual, sexual relations).
    - i. Where the Investigator allows consideration of evidence about a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent, the fact that the Complainant and Respondent engaged in other consensual sexual relations with one another is never sufficient, by itself, to establish that the conduct in question was consensual.
    - ii. Prior consensual, sexual conduct between the Complainant and the Respondent does not prevent the University from finding that the conduct alleged in the Complaint constitutes Sex-based Harassment or otherwise violates the Nondiscrimination Policy.



2. Before allowing the consideration of any evidence of sexual history of the Complainant or the Respondent under this section, the Investigator will provide a written explanation to the Parties as to why consideration of the evidence is permissible under this section.

#### EXPERT WITNESSES

In rare cases, an Investigator may need to consult medical, forensic, technological, or other experts when expertise on a topic is needed to achieve a fuller understanding of the issues under investigation. In such cases, the Investigator must consult with the Title IX Coordinator/DHR Administrator prior to engaging an expert witness.

#### PRELIMINARY INVESTIGATION REPORT

The University will provide each Party and the Party's Advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of Discrimination, Harassment, or Retaliation and not otherwise impermissible evidence.

Before finalizing the investigation, the Investigator will share with the Complainant and Respondent a preliminary investigation report, along with all Relevant evidence gathered. The preliminary investigation report will list any evidence offered by the Parties or any other witnesses that the Investigator concluded are not Relevant. This evidence will be available for review upon request. The preliminary investigation report will:

- a. Describe the allegations.
- b. Describe the investigative process to date.
- c. Set forth the relevant policy language and the Preponderance of Evidence Standard.
- d. Describe the evidence presented and considered.
- e. Identify the material facts – disputed and undisputed – with explanations as to why any material fact is disputed.

#### ACCESS TO PRELIMINARY INVESTIGATION REPORT

The Investigator, in consultation with the Title IX Coordinator/DHR Administrator, will use discretion in determining how to provide the Parties with secure access to the preliminary investigation report. The University will take reasonable steps to prevent and address the Parties' and their Advisors' unauthorized disclosure of information and evidence obtained solely through the formal complaint resolution process.

#### REVIEW OF EVIDENCE

Each Party will be given a reasonable opportunity to respond to the preliminary investigation report and any attached evidence and ask questions. The opportunity to review and respond to the preliminary investigation report is known as the "review of evidence" process. The Parties will have 10 Working Days to review the evidence. Each Party may:

- a. Respond to the evidence in writing.

- b. Request that the Investigator gather additional evidence or ask specific questions to the other Party and other witnesses.
- c. Identify additional witnesses.

#### CONCLUSION OF REVIEW OF EVIDENCE

The Investigator will share with the Parties the answers to questions posed during the review of evidence and additional Relevant evidence gathered. This will be shared with all Parties, who may then respond to any new evidence and ask questions. The Investigator determines when it is appropriate to conclude the review of evidence process.

#### **Final Investigation Report**

##### FINAL INVESTIGATION REPORT (HEARING REQUIRED)

In matters where a hearing is not required, a final investigation report will be provided to the Parties along with a Notice of Investigation Outcome.

- a. The final investigation report will include:
  - i. A summary of the allegations,
  - ii. The investigation process,
  - iii. The Preponderance of the Evidence standard,
  - iv. A detailed description of the evidence considered,
  - v. Analysis of the evidence including relevant credibility evaluations,
  - vi. Appropriate findings, and
  - vii. Relevant exhibits and documents attached to the written report.
- b. The Notice of Investigation Outcome will attach the final investigation report and include the following:
  - i. A summary of the allegations and the investigative process.
  - ii. That the Preponderance of the Evidence standard was employed.
  - iii. A summary of the findings of fact.
  - iv. A determination as to whether the Nondiscrimination Policy was violated, and if so, any Remedies to be afforded to the Complainant.
  - v. Notice of Parties' right to appeal under these procedures.
- c. The notice will usually be delivered to the Parties electronically. If the notice includes a determination that there was a violation of the Nondiscrimination Policy, the Title IX Coordinator/DHR Administrator will notify the appropriate University administrator responsible for discipline of the investigation outcome and provide a copy of the final investigation report.

This notice will include the appeal rights available to the Respondent prior to the initiation of any Disciplinary Sanctions.

#### FINAL INVESTIGATION REPORT (HEARING NOT REQUIRED)

The final investigation report will include all the information included in the preliminary investigation report as well as additional Relevant evidence received during the review of evidence. Any relevant evidence provided by the Parties or witnesses, or otherwise gathered by the Investigator, will be attached to the final investigation report, or made available for review by the Parties. Evidence offered by the Parties or any other witnesses that the Investigator concluded is not Relevant will be noted but not included in the final investigation report and should be available at the time of the hearing such that it can be provided to the Hearing Officer if requested.

## HEARINGS

As part of the formal complaint resolution process for Sex-based Harassment cases, the CSU will provide a live hearing that enables the decisionmaker – “the Hearing Officer” – to question the Parties and witnesses to assess a Party’s or witness’s credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations.

A hearing will be provided when:

1. Both Parties are Students, or either the Complainant or Respondent is a student; AND
2. The Complaint includes allegations of Sex-based Harassment. The Complainant and Respondent will be treated equitably throughout the pre-hearing and hearing processes.

### **Privacy**

The University will take reasonable steps to protect the privacy of the Parties and witnesses during the hearing process, provided that the steps do not restrict the ability of the Parties to obtain and present evidence, including by speaking to witnesses (subject to the University’s prohibition on Retaliation), consulting with their family members, confidential resources, or Advisors, or otherwise preparing for or participating in the process.

Pre-Hearing Schedule and Response Deadlines:

#### ROLE OF THE HEARING COORDINATOR

The Hearing Coordinator (either the student conduct administrator, Title IX Coordinator, or other appropriate administrator) is the person responsible for coordinating the hearing process. The Hearing Coordinator will act as liaison between the Parties and the Hearing Officer on procedural matters and therefore may not be the Investigator assigned to the matter. The Hearing Coordinator may appropriately delegate administrative tasks but should have overall supervision of the hearing coordination process.

NOTICE OF HEARING-20 WORKING DAYS PRIOR TO HEARING

The Parties will be sent a written notice of the hearing at least 20 Working Days before the hearing. The notice will include the date, time, location, and purpose of the hearing as well as the name of the Hearing Officer. The notice is considered received on the date it is sent.

SUBMISSION OF PROPOSED WITNESS LIST

No later than 15 Working Days before the hearing, each Party will provide to the Hearing Coordinator a proposed witness list that includes the names of, and current contact information for, that Party's proposed witnesses as well as an explanation of the relevance of each proposed witness' testimony.

INFORMATION REGARDING ADVISORS AND SUPPORT PERSONS

A Party may be accompanied at the hearing by one Advisor (for consultation) and one Support Person (for emotional support) of their choice. No later than 15 Working Days before the hearing, the Parties will provide to the Hearing Coordinator the name of, and contact information for, the Party's Advisor and Support Person (if any).

OBJECTIONS TO THE HEARING OFFICER

A Hearing Officer will not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. Objections to the assigned Hearing Officer will be made in writing to the Hearing Coordinator no later than 15 Working Days before the hearing.

- a) The objection may only be based on an actual conflict of interest. An actual conflict of interest exists if the Hearing Officer has a personal relationship with one of the Parties or witnesses or has demonstrated actual bias towards a Party or witness, or complainants or respondents generally.
- b) The fact that the Hearing Officer has previously served as a hearing officer in a University proceeding is not a conflict of interest. Mere belief or opinion does not constitute evidence of actual bias or conflict of interest.
- c) The Hearing Coordinator will determine if there is a conflict of interest. In that event, the Parties will be notified in writing of the name of the new Hearing Officer. The date for the hearing may need to be rescheduled. Any objection to the new Hearing Officer will be made following the same process described above.

LOCATION OF HEARING-15 WORKING DAYS PRIOR TO HEARING

Generally, the University will conduct hearings with the Parties physically present in separate locations using videoconferencing technology that allows the Hearing Officer and the Parties to simultaneously see and hear the Party or witness while that person is speaking. Any objections from a Party about being out of the physical presence of the Hearing Officer will be made in writing no later than 15 Working Days before the hearing.

SPACE AND TECHNOLOGY NEEDS

Any Party who anticipates that they will not have a private space from which to participate in the hearing and/or technology access, including a reliable internet connection, should notify the Hearing

Coordinator no later than 15 Working Days before the hearing so that the Hearing Coordinator can assist with appropriate arrangements for a private on-campus space and technology access.

*DISABILITY ACCOMMODATIONS*

Any Party who requires a disability accommodation to facilitate their full participation in the hearing should notify the Hearing Coordinator no later than 15 Working Days before the hearing. The Hearing Coordinator will refer such requests to the appropriate campus administrator (for Students, the services for students with disabilities administrator, and for Employees the appropriate human resources administrator), who may consult with the Hearing Coordinator to determine the reasonableness of a requested accommodation.

*NOTIFICATION TO WITNESSES AND FACILITATION OF WITNESS PARTICIPATION*

No later than 10 Working Days before the hearing, the Hearing Coordinator will share the witness list with the Parties and notify each witness of the date, time, and location of or how to access the hearing.

a. The campus will direct Employee and Student witnesses to attend the hearing where the witnesses are timely identified to the Hearing Coordinator. b. The University will accommodate Student and Employee witnesses, including arranging for them to be excused from class attendance or work duties where necessary. Witnesses will be instructed to promptly direct any questions or concerns about their attendance at the hearing to the Hearing Coordinator. c. Any Employees, including those in bargaining units, who fail to comply with the directive may be subject to discipline under the applicable provisions of their collective bargaining agreement or other University policy. d. Students who fail to comply may be subject to discipline depending on the circumstances.

*SUBMISSION OF PROPOSED QUESTIONS*

No later than 5 Working Days prior to the hearing, the Parties will submit a list of proposed questions to the Hearing Coordinator, who will share these with the Hearing Officer. Proposed questions will not be shared with the other Party or witnesses in advance of the hearing.

*QUESTIONS/CONCERNS ABOUT THE WITNESS LIST*

No later than 5 Working Days before the hearing, the Parties will submit to the Hearing Coordinator any objections to, or questions about, the witness list.

*PENDING REQUESTS:*

No later than 1 Working Day before the hearing, the Hearing Officer will resolve all pending requests regarding participation at the hearing. The Hearing Coordinator will give prompt notice to the Parties (and witnesses) as appropriate.

*ROLE OF HEARING OFFICER IN PRE-HEARING MATTERS*

The Hearing Officer will make all determinations regarding pre-hearing matters, including which witnesses will participate and which questions, if submitted, are Relevant and will promptly notify the hearing coordinator who, in turn, will promptly notify the Parties. The Hearing Officer may also identify and request witnesses from the final investigation report not previously listed by the Parties attend the hearing.

### AUDIO RECORDING OF HEARING

The University will make an official audio recording of the hearing. No other recording of the hearing is permitted. The recording is University property. The audio recording will be retained by the University in accordance with the records retention policy. Parties may request to review the recording.

### HEARING ATTENDEES AND PARTICIPANTS

1. The following individuals are permitted to attend the hearing:
2. The Parties
3. The Hearing Office
4. Witnesses while they are answering questions
5. The Title IX Coordinator/DHR Administrator
6. The Hearing Coordinator 6. The Student Conduct Administrator
7. One Advisor per Party
8. One Support Person per Party
9. An appropriate Chancellor's Office administrator University police or security officer, or other individuals may be present as necessary for security, technological support, language assistance or other approved reasonable accommodation but will not participate in the hearing.

### ROLE OF ADVISORS AND SUPPORT PERSONS

The Parties may each be accompanied at the hearing by one Advisor and one Support Person. An Advisor and Support Person may observe and consult with the Parties. However, during the hearing, the Advisor and Support Person will not make the opening statement or speak regarding the substance or the process of the hearing. Parties may make a request to the Hearing Officer for a break to speak with their Advisor or Support Person.

### PARTY FAILURE TO APPEAR

If a Party does not appear at the hearing without good cause, the hearing will proceed as scheduled. Whether good cause exists is determined by the Hearing Officer.

The Respondent will not be found to have violated the Nondiscrimination Policy solely because the Respondent or other witness failed to appear at the hearing. Nor will the Respondent be found not to have violated the Nondiscrimination Policy solely because a Complainant or other witness failed to appear at the hearing.

### PARTICIPANT CONDUCT

Abusive or otherwise disorderly behavior that causes a material disruption will not be tolerated. The Hearing Officer may excuse anyone from the hearing (including either Party or their Advisor or Support Person) whose behavior causes a material disruption. The Hearing Officer, at their discretion, may postpone the hearing when a participant has been excused. In making this decision, the Hearing Officer will consider the equity of postponement for both Parties.

### NEW EVIDENCE

Generally, the Parties may not introduce evidence, including witnesses and their statements, at the hearing that the Party did not identify during the investigation and that was available at the time of the investigation. The Hearing Officer has discretion to accept for good cause, or exclude, new evidence offered during the pre-hearing stage or at the hearing.

### OPENING STATEMENTS

Each Party will be given an opportunity to make an opening statement of no longer than 10 minutes. An opening statement is intended to give the Parties the opportunity to share their perspective regarding the facts and discuss the core disputes in the investigation. It should focus on the facts of the matter and not be argumentative. The Parties will not make closing statements.

### QUESTIONING

All questions will be asked by the Hearing Officer. The Hearing Officer may ask questions of the Complainant, Respondent, Investigator, any campus official (e.g., Title IX Coordinator / DHR Administrator or Student Conduct Administrator), and any witness.

1. The process for proposing and asking Relevant and not otherwise impermissible questions and follow-up questions of Parties and witnesses, including questions challenging credibility, will:
  - a. Allow the Hearing Officer to ask such questions, and
  - b. Allow each Party to propose such questions that the Party wants asked of any Party or witness and have those questions asked by the Hearing Officer, subject to the procedures for evaluating and limiting questions described below.
2. Procedures for the Hearing Officer to evaluate the questions and limitations on questions:
  - a. The Hearing Officer will determine whether a proposed question is Relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible.
  - b. Questions that are unclear or harassing of the Party or witness being questioned will not be permitted.
  - c. The Hearing Officer will give a Party an opportunity to clarify or revise a question that the Hearing Officer determines is unclear or harassing. If the Party sufficiently clarifies or revises the question, the question will be asked.
  - d. The Parties may also submit written follow-up questions to the Hearing Officer during the hearing, at appropriate times designated by the Hearing Officer.
  - e. The Hearing Officer will ask the questions proposed by the Parties except for questions that:
    - i. Seek information that is unreasonably duplicative of evidence in the Hearing Officer's possession;
    - ii. Are not relevant to material disputed issues, are repetitive, argumentative or harassing or unduly intrude on a witness' privacy;

- iii. Relate to the Complainant's or Respondent's sexual interests or prior or subsequent sexual conduct, unless offered to prove someone other than the Respondent committed the alleged conduct;
- iv. Relate to the existence of a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent unless the evidence is relevant to how the Parties communicated consent in prior or subsequent consensual sexual relations.
  1. Note: If the Hearing Officer allows consideration of evidence about a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent the mere fact that the Complainant and Respondent engaged in other consensual sexual relations with one another is never sufficient, by itself, to establish that the conduct in question was consensual.
  2. The Hearing Officer shall provide a written explanation to the Parties as to why consideration of the evidence is consistent with this section in the Hearing Officer's Report.

#### PARTY OR WITNESS FAILURE TO PARTICIPATE

The Hearing Officer may choose to place less or no weight upon statements by a Party or witness who refuses to respond to questions deemed Relevant and not impermissible. The Hearing Officer will not draw an inference about whether alleged conduct occurred based solely on a Party's or witness's refusal to respond to such questions.

#### QUESTIONS, CONCERNS, AND OBJECTIONS TO QUESTIONS POSED

At the hearing, each Party will have an opportunity to ask questions, submit concerns, or note an objection to questions posed. All such questions, concerns, or objections will be submitted in writing to the Hearing Officer. The Hearing Officer is not required to respond to an objection, other than to include it in the record.

#### HEARING OFFICER DISCRETION TO REPHRASE OR DECLINE QUESTIONS

The Hearing Officer has the authority and duty to decline or rephrase any question that the Hearing Officer deems to be repetitive, irrelevant, or harassing. Formal rules of evidence applied in courtroom proceedings (e.g., California Evidence Code) do not apply in the hearing. However, the Hearing Officer may take guidance from the formal rules of evidence.

#### THE HEARING OFFICER'S REPORT

The Hearing Officer will prepare a written report that includes findings of facts and conclusions about whether the Respondent violated the Nondiscrimination Policy.

1. The report will include:
  - a. A description of the alleged conduct and potential Nondiscrimination Policy violations, which should correspond with those detailed in the Notice of Investigation and any amended notices.



- b. Information about the policy and procedures that the University used to evaluate the allegations.
  - c. A summary of any procedural issues raised by the Parties before or during the hearing.
  - d. The definition of the Preponderance of the Evidence standard and a statement that this was the standard applied by the Hearing Officer in reaching their determinations
  - e. Any material evidence identified by the Parties or witnesses that the Hearing Officer determined was not Relevant (or duplicative) and the reason why the evidence was not considered to be Relevant.
  - f. A list of all questions submitted by the Parties at the hearing, and if any questions were not asked, why.
  - g. The Hearing Officer's evaluation of the Relevant and not otherwise impermissible evidence including an analysis of the credibility of the Parties and witnesses, when credibility assessments are required to resolve factual disputes. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.
  - h. A determination whether the alleged conduct occurred and if the conduct violated the Nondiscrimination Policy.
  - i. When the Hearing Officer finds that a violation of the Nondiscrimination Policy occurred, any Disciplinary Sanctions the University will impose on the Respondent, whether Remedies other than the imposition of Disciplinary Sanctions will be provided by the University to the Complainant, and, to the extent appropriate, other students identified by the University to be experiencing the effects of the violation of the Nondiscrimination Policy.
  - j. The procedures and permissible bases for the Complainant and Respondent to appeal.
2. The Title IX Coordinator will review the Hearing Officer's report to ensure compliance with the Nondiscrimination Policy.
  3. The Hearing Coordinator will notify the Parties at the same time and in writing of the determination as to whether the alleged conduct and violation of the Nondiscrimination Policy occurred and will include a copy of the Hearing Officer's report. This notification will be issued within 15 Working Days of the end of the hearing, unless an extension is granted by the Title IX Coordinator/DHR Administrator. The notification will also include information regarding the Parties' appeal rights. The Student Conduct Administrator or other appropriate administrator will also be notified of the Hearing Officer's determination.

*HEARING OUTCOME – NO VIOLATION FOUND*

If no violation is found, the Hearing Coordinator will notify the Parties of the outcome and their appeal rights, as described above. The University president or designee will also be notified.

*HEARING OUTCOME – VIOLATION FOUND*

If there is a determination that a violation of the Nondiscrimination Policy occurred, as appropriate, the Title IX Coordinator will:

1. Coordinate the provision and implementation of Remedies to a Complainant and other people the University identifies as having had equal access to its education programs or activities limited or denied by the Nondiscrimination Policy violation.
2. Coordinate the imposition of any Disciplinary Sanctions on a Respondent, including notification to the Complainant of any such Disciplinary Sanctions;
3. Take other appropriate prompt and effective steps to ensure that Sex-based Harassment does not continue or recur within the University's education programs or activities; and
4. Comply with the Nondiscrimination Policy procedures before the imposition of any Disciplinary Sanctions against a Respondent.

#### STATEMENTS FROM PARTIES, TITLE IX COORDINATOR, AND APPROPRIATE ADMINISTRATOR

If the Hearing Officer finds a violation of the Nondiscrimination Policy, the Parties may submit to the Hearing Coordinator an impact statement or other statement regarding discipline. The statement is an opportunity for the Parties to suggest disciplinary outcomes and to provide information that they believe is important for the Hearing Officer to consider. The statement may not be more than 2000 words in length and will be submitted to the Hearing Coordinator no later than 5 Working Days after the Hearing Officer's report is sent to the Parties.

The appropriate administrator and/or the Title IX Coordinator/DHR Administrator will also submit to the Hearing Coordinator a written statement regarding aggravating and mitigating factors no later than 5 Working Days after the Hearing Officer's report is sent to the Parties. The Hearing Coordinator will provide these statements to the Hearing Officer. Any information in the impact statement relied upon by the Hearing Officer in making their Disciplinary Sanction recommendation will be shared with the other Party with the president (or designee's) final decision and notification.

#### RECOMMENDATION AS TO DISCIPLINARY SANCTIONS

Within 5 Working Days after receiving and considering the statements described above, the Hearing Officer will update their Hearing Officer's report to include the recommended Disciplinary Sanctions and submit it to the president (or designee).

#### FINAL DECISION AND NOTIFICATION

Within 10 Working Days of receipt of the Hearing Officer's report, the president (or designee) will review the Investigation Report and the Hearing Officer's report and issue a decision concerning the appropriate Disciplinary Sanction.

1. **Adoption of Sanctions** – The president (or designee) may impose the recommended sanctions, adopt a different sanction or sanctions, or reject sanctions altogether. If the president adopts a sanction other than what is recommended by the Hearing Officer or rejects sanctions altogether, the president must set forth the reasons in the Decision Letter.
2. **Remedies** – The University may also provide Remedies, which may include counseling, extensions of deadlines or other course or work-related adjustments, modifications of work or class schedules, Campus escorts, restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the

Campus, and other similar measures. The Title IX Coordinator/DHR Administrator is responsible for determining the reasonableness of the requested Remedy and coordinating the effective implementation of Remedies

3. **Decision Letter** – The Decision Letter will include:
  - a. The outcome of the hearing, including any sanction imposed, and the name of the Respondent.
  - b. A copy of the Hearing Officer's Report, including the Hearing Officer's recommended Disciplinary Sanctions.
  - c. Notice of the Complainant's and Respondent's right to appeal.
4. **Notification of Final Decision** – The president will send the Decision Letter electronically to the Respondent and Complainant at the same time.
  - a. The decision will also be sent to the appropriate administrator and the Hearing Officer.
  - b. The president will also send the Decision Letter to the Title IX Coordinator/DHR Administrator so that they may determine whether any additional Remedies or other Supportive Measures will be afforded or undertaken to maintain a safe and nondiscriminatory University environment.
  - c. A copy of the Decision Letter issued to the Complainant will be redacted as to findings regarding conduct that does not constitute a "crime of violence," Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking (34 C.F.R. § 99.31 et seq.).
  - d. Unless the University and Parties are notified that an appeal has been filed, the president's (or designee's) sanction decision becomes final 11 Working Days after the date of the Decision Letter.

## APPEAL PROCEDURES

For Complaints alleging Sex-based Harassment, either Party may file an appeal. For Complaints involving allegations of Discrimination, Harassment, Prohibited Consensual Relationships, or Retaliation only the non-prevailing Party may appeal.

### **Filing an Appeal to the Chancellor's Office**

A written appeal may be submitted to the Chancellor's Office Civil Rights Programming & Services Appeals Unit ("Civil Rights Appeals Unit") no later than 10 Working Days after the date of the Notice of Investigation Outcome (non-hearing cases) or Final Decision (hearing cases). All arguments and/or evidence supporting the appeal must be submitted by the deadline to file the appeal. Arguments or evidence submitted after the appeal submission deadline will not be considered by the Civil Rights Appeals Unit. A written appeal may not exceed 3,500 words, excluding exhibits. Appeals will be submitted to:

Civil Rights Appeals Unit  
Systemwide Human Resources  
Office of the Chancellor  
401 Golden Shore Long Beach, California 90802

Electronic submission to the email address listed above is the preferred method of submitting appeals.

### **Bases for Appeal**

An appeal will be based only on one or more of the appeal issues listed below:

1. There was no reasonable basis for the findings or conclusions that resulted in the investigation or hearing outcome.
2. Procedural errors occurred that would have likely changed the outcome of the investigation or hearing.
3. New evidence is available that would change the outcome and that was not reasonably available when the Investigator's or Hearing Officer's determination was made.
4. The Title IX Coordinator/DHR Administrator, Investigator, or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.
5. The sanctions imposed was objectively unreasonable, or arbitrary based on substantiated conduct. (For Acceptance of Responsibility cases or Appeal reversals).

### **Issues and Evidence on Appeal**

The issues and evidence raised on appeal will be limited to those raised and identified during the investigation or hearing, unless new evidence that was not reasonably available at the time of the investigation or hearing and that could change the investigation or hearing outcome becomes available after the University investigation or hearing was completed and is submitted by the appealing Party. The Civil Rights Appeals Unit may conduct an interview, at their discretion, with the appealing Party to clarify the written appeal.

### **Acknowledgement of Appeal**

The Civil Rights Appeals Unit will provide prompt written acknowledgement of the receipt of the appeal to the appealing Party, and will provide written notification of the appeal, including a copy of the appeal, to the non-appealing Party and the campus Title IX Coordinator/DHR Administrator. The notice will include the right of the non-appealing Party and the University to provide a response to the appeal within 10 Working Days of the date of the notice. The appeal response will be limited to 3,500 words, excluding exhibits. Any response to the appeal received by the Civil Rights Appeals Unit will be provided to the appealing Party for informational purposes only.

### **Reasonable Accommodation**

The Civil Rights Appeals Unit will provide reasonable accommodations to any Party or witness in the appeal process with a qualified Disability upon request by the person needing the accommodation. A reasonable accommodation may include an extension of time under these Procedures. The timeframe for the Civil Rights Appeals Unit Response will automatically be adjusted for the time needed, if any, to provide reasonable accommodations. The Civil Rights Appeals Unit will consult with the appropriate

university administrator (for Students, the services for students with disabilities administrator, and for Employees the appropriate human resources administrator) to determine the reasonableness of a requested accommodation.

### **Scope of Review**

The Civil Rights Appeals Unit will not conduct a new investigation; however, the Civil Rights Appeals Unit may make reasonable inquiries to determine if the new evidence could have affected the investigation or hearing determination. On appeal, the Civil Rights Appeals Unit does not reweigh the evidence, re-decide conflicts in the evidence, or revisit determinations made by the Investigator or Hearing Officer about the credibility or reliability of witnesses and the Parties.

### **Civil Rights Appeals Unit Response**

The Civil Rights Appeals Unit response will include a summary of the issues raised on appeal, a summary of the evidence considered, the Preponderance of the Evidence standard, and the determinations reached regarding the issues identified within the written appeal. A copy of the final Civil Rights Appeals Unit response will be forwarded to the Complainant, the Respondent, and the Title IX Coordinator/DHR Administrator. The appeal response determination is final and is not subject to further appeal.

### **Reopening a University Investigation or Hearing**

If the Civil Rights Appeals Unit review determines that an issue raised on appeal would have affected the investigation outcome or hearing outcome, the investigation or hearing will be remanded back to the University and the investigation or hearing reopened at the campus level. The Civil Rights Appeals Unit will return the matter to the University and will specify in writing the timeline by which a reopened investigation or hearing must be completed. The Civil Rights Appeals Unit will notify the Parties of the reopening of the investigation or hearing and the timeline for completion of the reopened investigation or hearing. The University will complete the reopened investigation or hearing and provide the Civil Rights Appeals Unit with an amended final investigation report or Hearing Officer report. The University will also provide the Parties with amended notices of investigation outcome or final decision, and such notices will provide the non-prevailing Party the opportunity to appeal. Upon receipt of the amended final investigation report/final decision, if the outcome remains unchanged, the Chancellor's Office will contact the original appealing Party to determine whether that Party wishes to continue with the appeal. If the outcome is reversed by the University, the non-prevailing Party will be given an opportunity to appeal.

### **Reversal by Civil Rights Appeals Unit**

If the Civil Rights Appeals Unit determines that no reasonable fact finder (Investigator or Hearing Officer) could have made the findings as determined by the Investigator or Hearing Officer, the Civil Rights Appeals Unit may vacate and reverse the investigation or hearing outcome, but only with respect to whether the Nondiscrimination Policy was violated (and not with respect to factual findings). If the Civil Rights Appeals Unit vacates and reverses the investigation or hearing outcome, it will notify the Parties at

the same time and in writing, as well as the Title IX Coordinator/DHR Administrator. Following a reversal of an investigation or hearing outcome by the Civil Rights Appeals Unit, the decision is final and is not subject to further appeal. In the event that the final outcome has been reversed by the Civil Rights Appeals Unit and a sanction will be imposed by the University, both Parties have a right to appeal the sanction only. If a sanction is found to be objectively unreasonable, or arbitrary based on substantiated conduct, the matter will be sent back to the University for reconsideration of the sanction.

### **Timeline for Response to Appeal**

The Civil Rights Appeals Unit will respond to the appealing Party no later than 30 Working Days after receipt of the written appeal, unless the timeline has been extended pursuant to Section L below.

### **Timelines and Extensions**

The Civil Rights Appeals Unit has discretion to extend the timelines for the appeal process for good cause or for any reasons deemed to be legitimate by the Civil Rights Appeals Unit. This includes the time for filing an appeal, the time for a reopened investigation or hearing to be completed, and the time for the Civil Rights Appeals Unit to respond to the appeal. The Civil Rights Appeals Unit will notify the Parties and the Title IX Coordinator/DHR Administrator of any extensions of time granted pertaining to any portion of the appeal process.

### **Disciplinary Sanctions and Remedies**

The University will not impose discipline on a Respondent for violations of the Nondiscrimination Policy unless: 1) there is a determination at the conclusion of the formal complaint resolution that the Respondent engaged in prohibited Discrimination, Harassment, or Retaliation<sup>9</sup>; or 2) where discipline is agreed to as part of an informal resolution process.

If there is a determination that Discrimination, Harassment, or Retaliation occurred, the Title IX Coordinator/DHR Administrator will, as appropriate:

1. Coordinate the provision and implementation of Remedies to a Complainant and other people the University identifies as having had equal access to the University's education program or activity limited or denied by Discrimination, Harassment, or Retaliation;
2. Coordinate the imposition of any Disciplinary Sanctions on a Respondent, including notification to the Complainant of any such Disciplinary Sanctions;
3. Take other appropriate prompt and effective steps to ensure that Discrimination, Harassment, or Retaliation does not continue or recur within the University's education programs, activities, or employment; and

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<sup>9</sup> As used in these Procedures, the phrase "Discrimination, Harassment, or Retaliation" is inclusive of all forms of Prohibited Conduct outlined in the Nondiscrimination Policy, including Sex Discrimination.

4. Comply with these Procedures before the imposition of any Disciplinary Sanctions against a Respondent.

Students who are found to have violated the Nondiscrimination Policy will be subject to discipline in accordance with state and federal requirements, student conduct rules, and other CSU policies. Sanctions for Students determined to have violated the Nondiscrimination Policy are identified in the Student Conduct Process: restitution, loss of financial aid, educational and remedial sanctions, denial of access to campus or persons, disciplinary probation, suspension, and expulsion. The University may also temporarily or permanently withhold a degree. Other sanctions and remedies may be agreed upon through the Informal Resolution process.

Employees who are found to have violated the Nondiscrimination Policy will be subject to discipline that is appropriate for the violation and in accordance with state and federal requirements and other CSU policies and applicable collective bargaining agreements. The possible sanctions for Employees determined to have violated the Nondiscrimination Policy are education, training, counseling, reprimand, unpaid suspension of varying lengths, demotion, and/or termination.

## REGISTERED SEX OFFENDERS

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

## MISSING STUDENT NOTIFICATION PROCEDURES FOR ON-CAMPUS STUDENT HOUSING FACILITIES

Cal Poly Pomona has Housing policies and procedures for missing student notification. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify UPD at (909) 869-3070. Police officers are on duty 24 hours a day, 365 days a year. In addition, a report should be made directly to one of the following individuals, who will immediately refer the report to, and coordinate, with UPD: Residence Life Director, Residence Life Coordinator, or Housing professional staff. The University requires that all on-campus housing missing student reports be immediately referred to UPD.

A report of a missing student may be made at any time; there is no required wait time or length of time since last contact. UPD, in conjunction with University Housing Services or Foundation Housing Services, Inc./Village staff, will activate established missing student procedures.

Students residing in on-campus housing have the option to identify a confidential contact (separate from

emergency contact) person to be notified within 24 hours when the student has been determined to be missing.

- All official missing student reports to on-campus housing officials will be referred immediately to UPD.
- A resident's contact information will be retained, confidential, and accessible only to authorized campus officials who retain the information and may not be disclosed except to law enforcement personnel in furtherance of an official missing person investigation.
- Even if a resident elects not to register a contact person, UPD and local law enforcement will be notified that the student is missing.
- If the resident is under 18 years of age and not emancipated, a parent/guardian will be notified within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

### **Procedures for On-Campus Housing Facilities**

The University will follow specific procedures when a student who resides in an on-campus student housing facility is determined to be missing. Although the HEOA requires that procedures be implemented for students who have been missing for 24 hours, the following procedures are activated immediately or as soon as circumstances warrant.

- If the report is made to a member of Housing Staff, UPD is contacted immediately.
- When deemed appropriate, UPD will contact local law enforcement to take the report and initiate a joint investigation.
- Housing staff will provide the student's registered contact information to UPD.
- Contacts are made for purposes of notification, and often as a part of the investigation (e.g., to ensure the student has not returned home, or traveled unexpectedly).
- Housing staff will assist UPD with the investigation as requested.
- UPD will follow established policies and involve local law enforcement per Administrative Agreements. Per agreement, local law enforcement will be notified within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing. This notification will be made regardless of whether the student has registered a contact person, is over the age of 18, or is an emancipated minor.

Although this requirement only applies to on-campus student housing, all reports regarding missing students living in on-campus student housing are deemed official reports; a report does not have to only come from on-campus housing representatives to be considered an official report.

## **FIRE SAFETY REPORT**

The 2024 Fire Safety Report is available at the following link:

[https://www.cpp.edu/housing/documents/fire\\_safety\\_report.pdf](https://www.cpp.edu/housing/documents/fire_safety_report.pdf)



## APPENDIX A: JURISDICTIONAL DEFINITIONS<sup>10</sup>

### **Rape (CA Penal Code Chapter 1 Section 261)**

(a) Rape is an act of sexual intercourse accomplished under any of the following circumstances:

(1) If a person who is not the spouse of the person committing the act is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent. This paragraph does not preclude the prosecution of a spouse committing the act from being prosecuted under any other paragraph of this subdivision or any other law.

(2) If it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

(3) If a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

(4) If a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions:

(A) Was unconscious or asleep.

(B) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(5) If a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

(6) If the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the

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<sup>10</sup> Note that these are not the definitions used to compile the statistics at the beginning of this document. The federal definitions of Rape, fondling, incest, statutory rape, domestic violence, dating violence, and stalking are used for the statistics, as required by federal law.

threat. As used in this paragraph, “threatening to retaliate” means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

(7) Where the act is accomplished against the victim’s will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, “public official” means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(b) For purposes of this section, the following definitions apply:

“Duress” means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

“Menace” means any threat, declaration, or act that shows an intention to inflict an injury upon another.

### **Sodomy (CA Penal Code Chapter 1 Section 286)**

Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.

(b) (1) Except as provided in Section 288, any person who participates in an act of sodomy with another person who is under 18 years of age shall be punished by imprisonment in the state prison, or in a county jail for not more than one year.

(2) Except as provided in Section 288, any person over 21 years of age who participates in an act of sodomy with another person who is under 16 years of age shall be guilty of a felony.

(c) (1) Any person who participates in an act of sodomy with another person who is under 14 years of age and more than 10 years younger than he, or she, shall be punished by imprisonment in the state prison for three, six, or eight years.

(2) (A) Any person who commits an act of sodomy when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.

(B) Any person who commits an act of sodomy with another person who is under 14 years of age when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for 9, 11, or 13 years.

(C) Any person who commits an act of sodomy with another person who is a minor 14 years of age or older when the act is accomplished against the victim’s will by means of force, violence, duress,

menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for 7, 9, or 11 years.

(3) Any person who commits an act of sodomy where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for three, six, or eight years.

(d) (1) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person or where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for five, seven, or nine years.

(2) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy upon a victim who is under 14 years of age, when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 10, 12, or 14 years.

(3) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy upon a victim who is a minor 14 years of age or older, when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 7, 9, or 11 years.

(e) Any person who participates in an act of sodomy with any person of any age while confined in any state prison, as defined in Section 4504, or in any local detention facility, as defined in Section 6031.4, shall be punished by imprisonment in the state prison, or in a county jail for not more than one year.

(f) Any person who commits an act of sodomy, and the victim is at the time unconscious of the nature of the act and this is known to the person committing the act, shall be punished by imprisonment in the state prison for three, six, or eight years. As used in this subdivision, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:

(1) Was unconscious or asleep.

(2) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(3) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(4) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(g) Except as provided in subdivision (h), a person who commits an act of sodomy, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, shall be punished by imprisonment in the state prison for three, six, or eight years. Notwithstanding the existence of a conservatorship pursuant to the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

(h) Any person who commits an act of sodomy, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for not more than one year. Notwithstanding the existence of a conservatorship pursuant to the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent.

(i) Any person who commits an act of sodomy, where the victim is prevented from resisting by an intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for three, six, or eight years.

(j) Any person who commits an act of sodomy, where the victim submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for three, six, or eight years.

(k) Any person who commits an act of sodomy, where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official, shall be punished by imprisonment in the state prison for three, six, or eight years.

As used in this subdivision, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(l) As used in subdivisions (c) and (d), "threatening to retaliate" means a threat to kidnap or falsely imprison, or inflict extreme pain, serious bodily injury, or death.

## **Oral Copulation (CA Penal Code Chapter 1 Section 287)**

(a) Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another person.

(b) (1) Except as provided in Section 288, any person who participates in an act of oral copulation with another person who is under 18 years of age shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year.

(2) Except as provided in Section 288, any person over 21 years of age who participates in an act of oral copulation with another person who is under 16 years of age is guilty of a felony.

(c) (1) Any person who participates in an act of oral copulation with another person who is under 14 years of age and more than 10 years younger than he or she shall be punished by imprisonment in the state prison for three, six, or eight years.

(2) (A) Any person who commits an act of oral copulation when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.

(B) Any person who commits an act of oral copulation upon a person who is under 14 years of age, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.

(C) Any person who commits an act of oral copulation upon a minor who is 14 years of age or older, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 6, 8, or 10 years.

(3) Any person who commits an act of oral copulation where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for three, six, or eight years.

(d) (1) Any person who, while voluntarily acting in concert with another person, either personally or by aiding and abetting that other person, commits an act of oral copulation (A) when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, or (B) where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, or (C) where the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, shall be punished by imprisonment in the state prison for five, seven, or nine years. Notwithstanding the appointment of a conservator with respect to the victim pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting

attorney shall prove, as an element of the crime described under paragraph (3), that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent.

(2) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of oral copulation upon a victim who is under 14 years of age, when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 10, 12, or 14 years.

(3) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of oral copulation upon a victim who is a minor 14 years of age or older, when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.

(e) Any person who participates in an act of oral copulation while confined in any state prison, as defined in Section 4504 or in any local detention facility as defined in Section 6031.4, shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year.

(f) Any person who commits an act of oral copulation, and the victim is at the time unconscious of the nature of the act, and this is known to the person committing the act, shall be punished by imprisonment in the state prison for a period of three, six, or eight years. As used in this subdivision, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:

(1) Was unconscious or asleep.

(2) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(3) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(4) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the oral copulation served a professional purpose when it served no professional purpose.

(g) Except as provided in subdivision (h), any person who commits an act of oral copulation, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, shall be punished by imprisonment in the state prison, for three, six, or eight years. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

(h) Any person who commits an act of oral copulation, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or

reasonably should be known to the person committing the act, and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent.

(i) Any person who commits an act of oral copulation, where the victim is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(j) Any person who commits an act of oral copulation, where the victim submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(k) Any person who commits an act of oral copulation, where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

As used in this subdivision, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(l) As used in subdivisions (c) and (d), "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

### **Bigamy, Incest, and the Crime against Nature (CA Penal Code Chapter 1 Section 285 and Section 289)**

#### **Section 285**

Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

#### **Section 289**

(a) (1) (A) Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.

(B) Any person who commits an act of sexual penetration upon a child who is under 14 years of age, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.

(C) Any person who commits an act of sexual penetration upon a minor who is 14 years of age or older, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 6, 8, or 10 years.

(D) This paragraph does not preclude prosecution under Section 269, Section 288.7, or any other provision of law.

(2) Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for three, six, or eight years.

(b) Except as provided in subdivision (c), any person who commits an act of sexual penetration, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act or causing the act to be committed, shall be punished by imprisonment in the state prison for three, six, or eight years. Notwithstanding the appointment of a conservator with respect to the victim pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent.

(c) Any person who commits an act of sexual penetration, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act or causing the act to be committed and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year.

Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent.

(d) Any person who commits an act of sexual penetration, and the victim is at the time unconscious of the nature of the act, and this is known to the person committing the act or causing the act to be committed, shall be punished by imprisonment in the state prison for three, six, or eight years. As used in this subdivision, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:



(1) Was unconscious or asleep.

(2) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(3) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(4) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(e) Any person who commits an act of sexual penetration when the victim is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(f) Any person who commits an act of sexual penetration when the victim submits under the belief that the person committing the act or causing the act to be committed is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(g) Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

As used in this subdivision, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(h) Except as provided in Section 288, any person who participates in an act of sexual penetration with another person who is under 18 years of age shall be punished by imprisonment in the state prison or in a county jail for a period of not more than one year.

(i) Except as provided in Section 288, any person over 21 years of age who participates in an act of sexual penetration with another person who is under 16 years of age shall be guilty of a felony.

(j) Any person who participates in an act of sexual penetration with another person who is under 14 years of age and who is more than 10 years younger than he, or she, shall be punished by imprisonment in the state prison for three, six, or eight years.

(k) As used in this section:

(1) "Sexual penetration" is the act of causing the penetration, however slight, of the genital or anal opening of any person or causing another person to so penetrate the defendant's or another person's genital or anal opening for the purpose of sexual arousal, gratification, or abuse by any foreign object, substance, instrument, or device, or by any unknown object.

(2) “Foreign object, substance, instrument, or device” shall include any part of the body, except a sexual organ.

(3) “Unknown object” shall include any foreign object, substance, instrument, or device, or any part of the body, including a penis, when it is not known whether penetration was by a penis or by a foreign object, substance, instrument, or device, or by any other part of the body.

(l) As used in subdivision (a), “threatening to retaliate” means a threat to kidnap or falsely imprison, or inflict extreme pain, serious bodily injury, or death.

(m) As used in this section, “victim” includes any person who the defendant causes to penetrate the genital or anal opening of the defendant or another person or whose genital or anal opening is caused to be penetrated by the defendant or another person and who otherwise qualifies as a victim under the requirements of this section.

### **Fondling (CA Penal Code Chapter 9. Section 243.4, Assault and Battery)**

(a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

(b) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

(c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

(d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person’s will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment

in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

(e)(1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery, punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. However, if the defendant was an employer and the victim was an employee of the defendant, the misdemeanor sexual battery shall be punishable by a fine not exceeding three thousand dollars (\$3,000), by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. Notwithstanding any other provision of law, any amount of a fine above two thousand dollars (\$2,000) which is collected from a defendant for a violation of this subdivision shall be transmitted to the State Treasury and, upon appropriation by the Legislature, distributed to the Civil Rights Department for the purpose of enforcement of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), including, but not limited to, laws that proscribe sexual harassment in places of employment. However, in no event shall an amount over two thousand dollars (\$2,000) be transmitted to the State Treasury until all fines, including any restitution fines that may have been imposed upon the defendant, have been paid in full.

(2) As used in this subdivision, “touches” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

(f) As used in subdivisions (a), (b), (c), and (d), “touches” means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.

(g) As used in this section, the following terms have the following meanings:

(1) “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.

(2) “Sexual battery” does not include the crimes defined in Section 261 or 289.

(3) “Seriously disabled” means a person with severe physical or sensory disabilities.

(4) “Medically incapacitated” means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.

(5) “Institutionalized” means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.

(6) “Minor” means a person under 18 years of age.

(h) This section shall not be construed to limit or prevent prosecution under any other law which also proscribes a course of conduct that also is proscribed by this section.

(i) In the case of a felony conviction for a violation of this section, the fact that the defendant was an employer and the victim was an employee of the defendant shall be a factor in aggravation in sentencing.

(j) A person who commits a violation of subdivision (a), (b), (c), or (d) against a minor when the person has a prior felony conviction for a violation of this section shall be guilty of a felony, punishable by imprisonment in the state prison for two, three, or four years and a fine not exceeding ten thousand dollars (\$10,000)

**Statutory Rape (CA Penal Code, Chapter 1, Section 261.5)**

(a) Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator if the person is a minor. For the purposes of this section, a “minor” is a person under the age of 18 years and an “adult” is a person who is 18 years of age or older.

(b) A person who engages in an act of unlawful sexual intercourse with a minor who is not more than three years older or three years younger than the perpetrator, is guilty of a misdemeanor.

(c) A person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or a felony and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.

(d) Any person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

(e) (1) Notwithstanding any other provision of this section, an adult who engages in an act of sexual intercourse with a minor in violation of this section may be liable for civil penalties in the following amounts:

(A) An adult who engages in an act of unlawful sexual intercourse with a minor less than two years younger than the adult is liable for a civil penalty not to exceed two thousand dollars (\$2,000).

(B) An adult who engages in an act of unlawful sexual intercourse with a minor at least two years younger than the adult is liable for a civil penalty not to exceed five thousand dollars (\$5,000).

(C) An adult who engages in an act of unlawful sexual intercourse with a minor at least three years younger than the adult is liable for a civil penalty not to exceed ten thousand dollars (\$10,000).

(D) An adult over 21 years of age who engages in an act of unlawful sexual intercourse with a minor under 16 years of age is liable for a civil penalty not to exceed twenty-five thousand dollars (\$25,000).

(2) The district attorney may bring actions to recover civil penalties pursuant to this subdivision. From the amounts collected for each case, an amount equal to the costs of pursuing the action shall be deposited with the treasurer of the county in which the judgment was entered, and the remainder shall be deposited in the Underage Pregnancy Prevention Fund, which is hereby created in the State

Treasury. Amounts deposited in the Underage Pregnancy Prevention Fund may be used only for the purpose of preventing underage pregnancy upon appropriation by the Legislature.

(3) In addition to any punishment imposed under this section, the judge may assess a fine not to exceed seventy dollars (\$70) against a person who violates this section with the proceeds of this fine to be used in accordance with Section 1463.23. The court shall, however, take into consideration the defendant's ability to pay, and a defendant shall not be denied probation because of their inability to pay the fine permitted under this subdivision.

(f) A person convicted of violating subdivision (d) who is granted probation shall not complete their community service at a school or location where children congregate.

**Incest (CA Penal Code, Chapter 1, Section 285)**

Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

**Abuse: (CA Family Code, 6203 (definitions) and 6211)**

(a) For purposes of this act, "abuse" means any of the following:

(1) To intentionally or recklessly cause or attempt to cause bodily injury.

(2) Sexual assault.

(3) To place a person in reasonable apprehension of imminent serious bodily injury to that person or to another.

(4) To engage in any behavior that has been or could be enjoined pursuant to Section 6320.

(b) Abuse is not limited to the actual infliction of physical injury or assault.

"Domestic violence" is abuse perpetrated against any of the following persons:

(a) A spouse or former spouse.

(b) A cohabitant or former cohabitant, as defined in Section 6209.

(c) A person with whom the respondent is having or has had a dating or engagement relationship.

(d) A person with whom the respondent has had a child, where the presumption applies that the male parent is the father of the child of the female parent under the Uniform Parentage Act (Part 3 commencing with Section 7600) of Division 12).

(e) A child of a party or a child who is the subject of an action under the Uniform Parentage Act, where the presumption applies that the male parent is the father of the child to be protected.

(f) Any other person related by consanguinity or affinity within the second degree.

**Domestic Violence/Dating Violence (CA Penal Code, Chapter 2, Section 273.5 and Section 243)**

**CA Penal Code 273.5**

(a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000), or by both that fine and imprisonment.

(b) Subdivision (a) shall apply if the victim is or was one or more of the following:

(1) The offender's spouse or former spouse.

(2) The offender's cohabitant or former cohabitant.

(3) The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship.

(4) The mother or father of the offender's child.

**CA Penal Code 243(e)**

(1) When a battery (willful and unlawful use of force or violence upon the person of another) 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, the battery is punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail for a period of not more than one year, or by both that fine and imprisonment.

**Stalking: CA Penal Code, Chapter 2, Section 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 is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

**Stalking: CA Penal Code, Chapter 2, Section 653m**

(a) Every person who, with intent to annoy, telephones or makes contact by means of an electronic communication device with another and addresses to or about the other person any obscene language or addresses to the other person any threat to inflict injury to the person or property of the person addressed or any member of his or her family, is guilty of a misdemeanor. Nothing in this subdivision shall apply to telephone calls or electronic contacts made in good faith.

(b) Every person who, with intent to annoy or harass, makes repeated telephone calls or makes repeated contact by means of an electronic communication device, or makes any combination of calls or contact, to another person is, whether or not conversation ensues from making the telephone call or contact by means of an electronic communication device, guilty of a misdemeanor. Nothing in this subdivision shall apply to telephone calls or electronic contacts made in good faith or during the ordinary course and scope of business.

**Consent to Sexual Activity (CA Penal Code, Chapter 1, section 261.6 and section 261.7)**

Consent is positive cooperation in act or attitude pursuant to an exercise of free will. The Person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.

A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under section 261, 286, 287, or 289, or former section 262 or 288a.

This section shall not affect the admissibility of evidence or the burden of proof on the issue of consent.

In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.