JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICIES AND CAMPUS CRIME STATISTICS ACT AND FIRE SAFETY REPORT 2015

ANNUAL CLERY ACT AND FIRE SAFETY COMPLIANCE INFORMATION

Photo: Dominique Parrish, Mechanical Engineering, Class of 2016

PREPARED BY
UNIVERSITY POLICE
IN COOPERATION WITH CAMPUS PARTNERS
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CAL POLY POMONA

The University Police Department takes our motto “Serving You” very seriously. We strive to proactively partner with our campus community to create an environment that supports the academic success of our students and ensures that all can achieve and excel. Together, we make Cal Poly Pomona a great place to work, live and learn.”

W. Bruce Wilson,
Interim Chief of Police & Director of Public Safety
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MESSAGE FROM THE CHIEF OF POLICE

On behalf of University Police Department sworn and professional staff, welcome to the 2015-2016 academic year. The University Police Department is a full-service police department supported by an active and engaged campus community and dedicated university partners – we are all stakeholders in keeping our campus safe. The department operates – and is available to help or provide service to you – 24 hours a day, year round. In addition to patrol operations, our department conducts criminal investigations, provides emergency preparedness and response services, crime prevention and educational programs, support for special events, and a range of community services. Public safety is a shared responsibility. We can all contribute to a safe campus by taking responsibility for our own safety and looking out for one another. The University Police Department takes our motto “Serving You” very seriously. We strive to proactively partner with our campus community to create an environment that supports the academic success of our students and ensures that all can achieve and excel. Together, we make Cal Poly Pomona a great place to work, live and learn.” If there is anything we can do to make the campus safer or to be of assistance, please don’t hesitate to contact us. You may also visit University Police to learn more about campus safety, services and resources. Have a safe and productive year. Go Broncos!

W. Bruce Wilson
Chief of Police & Director of Public Safety
Introduction – About Cal Poly Pomona

 Ranked among the top public universities in the western United States, Cal Poly Pomona provides a unique environment to live, learn and work. The second largest in area among the California State University’s 23 campuses, Cal Poly Pomona is located on 1,438 acres on the eastern edge of Los Angeles County, about 30 miles east of downtown Los Angeles. The university features eight academic colleges and community access to extension programs offered through the Extended University. Over 3,000 faculty and staff support the education of 21,000 students, with more than 3,200 students living on campus in traditional dorms, residential suites, and university apartments. Campus life is diverse and vibrant, with over 300 clubs and organizations, 10 intercollegiate sports competing at the NCAA Division II level, an active Student Government, Greek Life and Office of Student Life and Cultural Centers. With an overarching philosophy of “Learn by Doing”, Cal Pomona provides students with opportunities to participate in research, internships, volunteer, employment, and community service learning.

 Cal Poly Pomona’s mission is to advance learning and knowledge by linking theory and practice in all disciplines, and to prepare students for lifelong learning, leadership and careers in a changing multicultural world.

 The Annual Security and Fire Safety Report


 The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Cal Poly Pomona and on public property within, or immediately adjacent to and accessible from the campus. The report includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual violence, and other matters. The report meets HEOA amendments that specify campus safety requirements in the following areas: hate crime reporting, emergency response and evacuation procedures, missing student notification and fire safety issues. Any institution that maintains an on-campus housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a “fire log.” As the regulations allow, Cal Poly Pomona’s Annual Security Report and Annual Fire Safety Report are combined and published as one report.

 In 2013, the Violence Against Women Reauthorization Act of 2013, including the Campus Sexual Violence Elimination Act (Campus SaVE) was signed into law. Amending the Clery Act, Campus SaVE requires institutions to conduct education, prevention and awareness programs, compile annual crime statistics for dating violence, domestic violence, and stalking, and to publish information regarding institutional policies and procedures, and rights and options specifically as related to Title IX and Sexual Violence.
PREPARING THE ANNUAL SECURITY AND FIRE SAFETY REPORT

The University Police Department is responsible for the preparation of the Annual Security and Fire Safety Report in cooperation with University Housing Services, Foundation Housing Services at the Village, Judicial Affairs, Athletics, other Campus Security Authorities, and local police agencies. Crime statistics for public property adjacent to the University are maintained by the City of Pomona Police Department and Los Angeles County Sheriff’s Department, Walnut Station. The statistics are requested annually, and submitted to University Police for collection and analysis. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

The report includes statistics submitted by University Housing Services, Foundation Housing Services at the Village, Judicial Affairs, University Police, University Athletics, the Violence Prevention and Women’s Resource Center and Student Health and Counseling Services and other Campus Security Authorities, the City of Pomona Police Department and other law enforcement agencies. The Violence Prevention and Women’s Resource Center provide statistics to University Police regarding cases they have handled there the victim chose not to report the incident to University Police. These reports are reviewed and if reportable under the Clery Act, are included in the annual statistics. University Police arrest statistics and campus disciplinary referral data for weapons violations, drug violations and liquor law violations are analyzed by University Police to avoid duplicated reporting.

The University does not officially recognize any off campus fraternity or sorority houses; therefore, crime statistics for addresses of known privately owned fraternity houses are not included. Recognition of student organizations does not extend beyond the University and incidents related to off-campus activities of student organizations are not reported.

All of these statistics are gathered, compiled and reported to the campus community via the Annual Security and Fire Safety Report which is published each year. University Police submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED web site.

By October 1 of each year, all enrolled students and employees receive an email notification regarding a summary of the content and availability the report via direct on line link, as well as how to request a print copy of the report. Prospective students and employees receive information regarding the report from Admissions and Human Resources, respectively.

For more information regarding campus safety or the contents of this report, contact University Police at (909) 869-4139 or email police@cpp.edu

UNIVERSITY POLICE LAW ENFORCEMENT AUTHORITY AND JURISDICTION

University Police Law Enforcement Authority, Jurisdiction, Policies and Agreements
State University police officers are vested with the same powers and responsibilities as other police officers within the State of California. Their authority is granted through legislative action defined in the California
Education and Penal Codes. University police officers meet the California Peace Officer’s Standards and Training Commission (POST) requirements, which are mandated for all California law enforcement officers, and have full arrest authority. Officers receive at least 24 weeks of formal basic academy training, 12 weeks of in-service training, and participate in ongoing training to meet POST compliance requirements as well as the needs of the University community. All University police officers are trained in the use of weapons and carry them on campus. In addition to law enforcement authority, University police officers enforce university policies and make referrals to the appropriate campus entities so that the institution may take appropriate action.

The University Police Department is responsible for reporting and investigating all crimes occurring on campus, with the exception of Homicide, Missing Juveniles and Officer Involved Shooting per the Kristin Smart Campus Safety Act of 1998. Should one of these incidents occur, University Police will liaison with the outside agency to provide mutual assistance as requested, and ensure that department procedures are followed and that appropriate emphasis and concern is given to the case. Memoranda of Understanding between University Police and City of Pomona Police Department and Los Angeles County Sheriff’s Department clearly define the roles and responsibilities of each agency in handling these incidents.

University Police jurisdiction covers all property owned and operated by the university, including adjacent public streets and property. University Police 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. An Administrative Agreement between the State University Police Department, Pomona Police Department, and Los Angeles Sheriff’s Department clarifies and designates responsibility for providing law enforcement services for the Law Enforcement Jurisdiction and Criminal Investigations at California State Polytechnic University, Pomona.

Crimes committed in other jurisdictions are generally reported to the police agency where the offenses occurred, although University Police may assist in the investigation of such crimes if warranted. University Police investigators attend regular meetings with representatives of other area law enforcement to share information regarding crime activities, cases and trends. They also collaborate and communicate with other California State University investigators, and other campus law enforcement, public safety and security offices to enhance investigations and crime prevention activities.

**Monitoring Criminal Activity at Student Organization Locations**

The University does not have a policy concerning the monitoring and recording of criminal activity in which students engaged at off-campus locations since the university does not officially recognize student organizations with off-campus housing facilities. Therefore, crime statistics of known privately owned fraternity houses are not included. However, University Police may communicate and collaborate with local police agencies regarding any serious or ongoing issues occurring at known student housing facilities to help to mitigate crime and/or violations of city ordinances (e.g. noise, safe party guidelines).
REPORTING CRIMES AND OTHER EMERGENCIES

Students, staff, faculty and guests are strongly encouraged to accurately and promptly report all crimes, emergencies, and public safety related incidents to University Police or appropriate police agencies if the incident occurred in an off campus location.

Crimes should be reported to University Police for purposes of assessing the crime for distributing potential timely warning notice and for disclosure in the annual crime statistics. Crime reporting is critical as it may prevent future crimes, protects the community, and increases the likelihood of apprehension and adjudication of perpetrators.

Report Crimes and Police, fire, medical, and other emergencies immediately to University Police.

| University Police | Bldg. 109 – Cypress and Oak Ln. Adjacent to Parking Structure 1 | Dial 9-1-1 from landline campus phone or Code Blue Phone in parking lots From cell phone: (909) 869-3070 |

*Cell Phone Use: Emergency 9-1-1 calls made on campus from a cell phone are routed to the California Highway Patrol. Campus community members are encouraged to program the Police business line (909) 869-3070 into cell phones to reduce emergency response time and provide one-touch dialing in any emergency.*

Although University Police strives to maintain a safe and sensitive environment for victims to report crimes, other campus personnel are available to assist persons who may not wish to contact the police. For this reason, sex offenses may also be reported to the university Title IX Director.

Option for Reporting Sex Offenses

| Title IX Director | CLA Bldg. 98, Room B1-102 | (909) 869-2708 Monday-Friday, 8:00 a.m. -5:00 p.m. After hours contacts in recorded message |

Response to Reports

A professional police dispatcher and sworn police officers are on-duty 24 hours a day, year round, to answer your call and provide assistance. In response to a call, University Police or the Title IX Director will take the required action, dispatching an officer or asking the victim to report to University Police to file a police report. A police report will be taken and investigators will investigate a report when is deemed appropriate.

Information may be forwarded to university Judicial Affairs should the incident potentially involve a violation of the Student Code of Conduct. For incidents involving faculty and staff, Faculty Human Resources or University Human Resources may be informed. Additional information obtained via the investigation may also be forwarded to the appropriate office. If assistance is required from another law enforcement agency, Los Angeles County Fire Department or the Deputy State Fire Marshal assigned to the university, University Police will contact the appropriate unit. If an incident sexual assault or abuse, dating/domestic violence or stalking is reported, police officers or the Title IX Director will offer the victim/survivor information regarding, rights, options, advocacy and support services, and resources. Cal
Poly Pomona has a certified survivor advocate and crisis and support services available to assist a victim/survivor 24 hours a day. Use of these services does not require a police report and the survivor advocate can maintain confidentiality if desired.

University Police encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects not to, or is unable to make such a report.

**Voluntary Confidential Reporting Procedures**

If a crime victim/survivor does not wish to file a police report or to pursue action within the university system, a crime victim may still want to consider making a confidential report. In select crimes with the permission of the victim, the Chief or a designee can file a report on the details of the incident without revealing the victim’s identity. The purpose of a confidential report is to comply with the wishes of the victim/survivor to keep the matter and/or their identity confidential, while allowing University Police and/or other officials to take action to protect the future safety of the victim and others. With such information, University Police can potentially determine where there may be a pattern of crime with regard to a particular location, method or perpetrator; and alert the campus community to potential threat or danger. Reports filed in this manner are counted and disclosed in the annual crime statistics. Police officers can review confidentiality options with the reporting party prior to taking the report.

University Police encourages voluntary, anonymous or confidential reports of crimes listed under the Clery Act. Every attempt to substantiate facts will be made. Voluntary and confidential reports of crimes, including sexual assault, may be made by completing a Crime Data Collection Form, which are available at University Police, Judicial Affairs, and the Violence Prevention and Women's Resource Center (VPWRC). Professional staff in these offices may also file the report on your behalf. An individual who has firsthand knowledge that a crime has occurred, even if they are not the victim/survivor, may also file an anonymous or confidential report.

**Confidential Reporting Procedures – Clery Act Exempt Employees**

Professional and pastoral counselors are not required to report crimes under the Clery Act. However, if and when deemed appropriate, professional counselors are encouraged to inform their clients of procedures to report crimes by filing a police report and of options to file a report on a voluntary, confidential basis. Although no specific policy is in place, every attempt is made to encourage reporting where the information is otherwise privileged.

**Other Campus Security Authorities**

Campus Security Authorities are defined as individuals having significant responsibility for student activities, including administrators and student services personnel such as, Deans, Directors, Judicial Affairs, Housing administrators (including Resident Coordinators and Advisors), athletic team coaches, and faculty and/or student advisors. Although crimes should be reported to University Police or the Title IX Director (sexual violence only), if these individuals receive a report of a crime listed under the Clery Act they are obligated to report it to the University Police Department for purposes of disclosure in the annual crime statistics.
Anonymous Tip Line
To report anonymous crime information to University Police, campus community members may leave a voicemail at (909) 869-3399. When leaving your message, please provide the time and date and provide as much specific information as possible. Messages are checked regularly and referred to appropriate personnel for follow-up.

TIMELY WARNINGS

When circumstances warrant, University Police will make timely warning reports to members of the campus community regarding criminal activity. The criminal activity must be serious in nature and likely to pose a serious or ongoing threat to the safety of students and employees. The decision to make a timely warning report will be made by the Chief of Police or his/her designee. Notification is generally made through campus wide email to all students and employees of the university and the email distribution of flyers to Building Marshals who are instructed to post the crime bulletin in all common areas of their assigned building/s. Timely warning information may be posted on PolyCentric the University News web page, and the University Police website. While the University has no formal policy, it is the consistent practice of Cal Poly Pomona police officers and/or community members to notify the Chief of Police and/or designee, who then confers as necessary with appropriate university administrators, Public Affairs, and possibly legal counsel and surrounding law enforcement agencies after a violent crime or crime listed in the Clery Act is reported to determine if the circumstances and facts represent an serious or ongoing threat to members of the community.

The Chief of Police or his/her designee will prepare and arrange to disseminate a timely warning as soon as pertinent information and resources are available. University Police is primarily responsible for issuing timely warnings; warnings may be developed in partnership with Public Affairs and the Vice President of Student Affairs. A University police officer or department professional staff member develops a draft crime bulletin. The crime bulletin is reviewed and approved for release by the Chief of Police and/or the Vice President for Student Affairs or his/her designee. Public Affairs may also view the draft for crimes of a more serious or immediate nature in order to prepare consistent information for release on the university news webpage and/or other methods of communication to the campus community.

IMMEDIATE NOTIFICATION

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student or employees occurring on campus, Cal Poly Pomona will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system campus-wide, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to or otherwise mitigate the emergency. The Chief of Police in consultation with Public Affairs designated personnel, when possible, will determine the content of the notification, considering the scope of the notification based on the segment of the community at risk (e.g. targeted segments of the community, campus wide,
community wide), and the nature of the emergency. If targeted notification, the University will assess the situational risk on going and additional or broader notifications may be issued if the situation warrants such action. The Chief or designee will determine how much information is appropriate to disseminate at different points in time based on the situation.

The University has various systems in place for communicating information quickly. The following personnel have the authority to activate an emergency notification in the event of an emergency, immediate threat, hazardous condition, natural disaster or other critical incident:

- President or designee in accordance with federally mandated NIMS and ICS
- Vice President for Student Affairs
- Chief of Police
- Police Lieutenant
- Emergency Manager/Emergency Services Coordinator
- Police Watch Commander

Emergency notifications systems are tested no less than once annually and the test results will be documented. The Safety Alert system is generally tested on a quarterly basis.

In the event of an emergency, some or all of these communication methods may be activated upon confirmation of an immediate threat.

- Safety Alert System – The Safety Alert System is an emergency messaging system that can send alerts to phones, email addresses, and text/SMS and TTY/TDD devices. It is used only for emergency communication purposes.
- University email – e-mails to faculty, staff and students
- Cal Poly Pomona home page – Urgent notifications may be placed on the university home page.
- PolyCentric/University News Center – PolyCentric, the university’s news website, may be used to post initial, ongoing and follow up incident information
- Emergency hotline – Information and updates will be provided on the university’s Emergency Hotline at (866) 869-POLY (7659). The campus community is encouraged to add this number to their contact lists.
- Emergency messages appear on campus computer screens when logged into the university system.
- Campus marquees
- Building Marshals and public safety officials – A list of building marshals is available on the Emergency Services website

In the event of a major emergency or large scale disaster, the Public Information Officer will serve as the primary source of emergency information regarding the university.

As soon as possible, pre-recorded emergency information will be placed on the university information line at (909) 869-7659 [POLY] and (866) 869-7659 [POLY]. Information will also be provided to local media outlets such as local television and radio stations, and newspapers. Social media such as the university’s Facebook, Twitter and other sites will also carry information updates.
Faculty and staff should follow their established departmental procedures for responding to the campus to assist with the emergency or for leaving the campus if they are directed to do so.

ACCESS AND SECURITY/MAINTENANCE OF FACILITIES

Academic and Administrative Buildings
Cal Poly Pomona University 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 during and/or after normal business hours, and all of these buildings have varied levels of access. Although these buildings do not have a University police officer assigned to them, these buildings are patrolled on a regular basis. University Police staff monitor and respond to campus alarms 24 hours a day, 7 days a week. Identification and sign-in registration are generally not required. Some departments require prior approval for students requiring after-hours access. Students in facilities after hours are required to carry documentation of authorization and photo identification. Staff and faculty working after hours should carry faculty/staff identification. Anyone working late or on weekends in alarmed facilities should notify University Police at (909) 869-3070. For questions or for more information, contact the building Dean’s office or department head, or contact University Police at (909) 869-6981.

On-Campus Student Housing Access and Security
Access to University Housing facilities is restricted to residents, their approved and escorted guests and other approved members of the university community. Residents gain entry by utilizing their access card via access control system. On-Campus Student Housing facilities have varied security systems. The 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 Suites utilizes a card access system on all front lobby doors with key entry at the suites entry and interior bedrooms. Phase 2 Suites employ card access at the front lobby doors and entry to suites, with key access at interior bedroom doors. Foundation Housing/Village apartments employ a key entry system in all complex common areas, apartment front doors, and interior bedrooms. Residents are advised that they should not, under any circumstances, allow access to individuals who do not have a key or card.

University Housing security is monitored by University Housing Services professional staff and student on-duty Residence Life personnel. University Police student Community Service Officers provide additional security presence during designated night time hours. Exterior areas are patrolled by police officers on a regular basis.

University Housing Services and Foundation Housing Services also enforce security measures to enhance safety and work with residents to maintain a positive residential community respectful of individual and group rights. Residence life staff and other university departments conduct periodic educational and awareness related to safety including crime prevention, alcohol and other drug use and abuse, and sexual assault.
The university employs video cameras in some areas of the campus. Though video surveillance footage may be an effective tool as a crime deterrent and assist in investigations, video is not typically monitored in real time.

**Access to Campus Facilities for Events**

All special events scheduled by on or off campus entities must have prior authorization. Contact the Office of Student Life and Cultural Centers at (909) 869-3640, or Bob Hutchinson for Lease of Facilities at (909) 869-3387 for information on special event policies and procedures. Events may require additional approval, staffing and coordination with University Police and Parking and Transportation Services to meet security, parking, and traffic needs.

**Maintenance of Campus Facilities**

The University makes every effort to ensure that the campus facilities and grounds are designed and maintained to promote safety, prevent crime, and minimize hazardous conditions. Particular attention is paid to the design and the maintenance of facilities, landscaping and exterior lighting. The Facilities Planning and Management department maintains the University buildings and grounds. Campus facilities are inspected on a regular basis and repairs impacting 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. University Police regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the campus community are encouraged to report safety-related facilities issues to University Police at (909) 869-3070 or police@cpp.edu or to Facilities Management at (909) 869-3030. For more information, contact Facilities Planning and Management at (909) 869-3030.

**SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

University security awareness and crime prevention programs have the overarching goal of creating and maintaining a safe environment to support the academic mission of the university and ensure the well-being of campus community members.

University Police offers numerous programs to heighten awareness and enhance campus safety. The goal of these programs is to: 1) Inform students and employees about security procedures, 2) Practices to promote safety and eliminate or minimize criminal opportunities, and 2) Encourage students/employees to take responsibility for personal and community safety. Many departments both independently, and in collaboration with one another, provide a wide range of programs, workshops, training, and presentations toward this end.

University police officers and professional staff, VPWRC and Student Health Services and Wellness Center staff, University/Foundation Housing staff and peer educators and RAs provide student/parent orientations, workshops, presentations and trainings ongoing in a range of settings at minimum bi-weekly.
Education and awareness program topics include (but are not limited to): Violence against women (sexual assault, domestic violence, stalking), bystander intervention, Safe Party, alcohol and other drugs, alcohol and drug recognition for residence life staff, alcohol use/abuse with simulated beer goggles, emergency preparedness, self-defense classes, workplace violence, sexual harassment, identity theft, fire extinguisher training, office safety and security, theft prevention, personal safety, bomb threats, dealing with difficult people, dealing with people in crisis, and mental health First Aid.

Security awareness and crime prevention procedures are addressed during new student, transfer student parent, and new faculty orientations.

University Police actively participates in Housing professional and student resident advisor (RA) staff training and also conducts programs and presentations upon request. University Housing Services, Foundation Housing Services and University Police staff and RAs provide on-going safety related programs in the residence halls throughout the year. These presentations may be active or passive.

Members of University Police also conduct Security Awareness and Crime Prevention presentations for various campus departments and organizations upon request (e.g. campus departments, Greeks). 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, being vigilant and reporting anything or anyone who may seem suspicious. University Police participates in campus events, such as Resource Fairs, BroncoFusion, B.E. S.M.A.R.T. Alcohol Education and Awareness Fair, Prospective Student Fairs.

Other Safety and Security/Crime Prevention Programs and Services

Emergency Telephone System:
Emergency phones are located throughout the campus for safety, reporting and prevention of criminal activity. Classrooms and office phones may be used to dial 9-1-1 in the event of an emergency. Exterior “Code Blue” emergency phones in parking lots are marked with blue lights and are linked directly to University Police 9-1-1 for a quick response from officers.

Safety Escort Program:
Parking and Transportation Services (PTS) provide safety escorts during hours of darkness. PTS Community Service Officers (CSOs) are available to walk or drive you to and/or from on-campus locations. Safety escorts are generally available from 6:00 p.m.- 10:30 p.m. (Monday-Thursday, Fall-Spring Quarters). Summer Quarter hours are 6:00 p.m. - 9:30 p.m., Monday-Thursday. Call 869-3070 or extension 3070 from any campus phone to request an escort. Police CSOs may also provide after-hours escorts as available. Use of the escort service is encouraged to enhance personal safety; escorts are not intended as a means of transportation. Abuse of this service can impact response times for legitimate purposes. Walking with a friend or in groups and staying in well-lit, frequently-traveled areas is also a recommended safety practice while on campus. Escorts are not provided to Pomona city streets, including South Campus Dr., Temple Ave. and Valley Blvd.

Police Community Service Officer (CSO) Program:
University Police Community Service Officers (CSOs) are paid student assistants who work within the Patrol Division. CSOs provide additional patrols on foot and vehicle during the evening and late night hours in the residence halls, Suites, adjacent parking areas, and in the University Library. CSOs enhance the safety and security of students and their property, provide additional eyes and ears and report suspicious persons or activities. CSOs also provide Safety Escorts as available. CSOs work campus special events, such as Commencement, Pumpkin Festival, BroncoFusion, and other special assignments. The Police CSO program provides an excellent opportunity for students interested in law enforcement or other related careers. Students interested in becoming a Police CSO may contact (909) 869-4139 or klsurber@cpp.edu

Community Emergency Response Teams (CERT):
The Community Emergency Response Team (CERT) Program provides education about disaster preparedness for hazards that may impact an individual’s residential or work area and training in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members are also encouraged to support emergency response agencies by taking a more active role in emergency preparedness efforts in their community. Cal Poly Pomona’s CERT team is comprised of campus and community members who meet monthly and attend ongoing training to support area emergency operations. Once trained, they may serve as auxiliary staff to call out to support Police in emergency situations. For more information or to register for the next CERT training session, contact Emergency Services Coordinator, Debbi McFall at (909) 869-6981 or dsmcfall@cpp.edu

First Aid/CPR/AED Training:
American Red Cross First Aid/CPR certification is offered through Student Health Services & Wellness Center. Three to four courses are offered per academic year. In 2013, (106) students received certification and training in American Heart Association Heartsaver CPR AED - Adult, Child, Infant. Recommended actions in medical emergencies and CPR are ever-changing. For information on upcoming classes, contact (909) 869-2888.

Bronco Express Shuttle Service:
The Cal Poly Pomona Bronco Express shuttle service operates five days a week providing safe transportation throughout the campus. Shuttle stops are indicated by campus signage along designated routes. Shuttle stops, routes and frequency/times are posted throughout the campus and are available at Parking and Transportation Services located in Building 109. For more information, contact (909) 869-4781

Police department, laws and campus policies, crime and safety issues, targeted issues impacting specific communities, and crime prevention, safety measures and behaviors to minimize risk of victimization.

Self-Defense Programs and Intimate Violence Prevention & Education:
In collaboration with University Police, the VPWRC provides self-defense programs typically on a quarterly basis. Certified instructors and Police Officers teach effective self-defense techniques and provide related education and resources. Contact the VPWRC office for more information at (909) 869-3102.

In addition, VPWRC professional staff and peer educators provide extensive education awareness programming to specifically address the issues of sexual assault, domestic/dating violence and stalking. Staff provides classroom presentations, self-defense classes, campus programs, sponsor campus Sexual
Assault and Domestic Violence Awareness months, and other outreach activities. Further information on specific programs is provided later in this report.

**Residence Hall Training and Programs:**
University police officers and professional staff collaborate closely with University Housing and Foundation Housing at the Village to provide education and awareness programs for staff and residents.

University Police staff conduct annual staff training for all Resident and Community Advisors and ongoing training and educational programs at least quarterly. As circumstances arise, programs are provided to address specific incidents, crime trends or safety issues that impact various campus constituencies and communities. University Housing Services publishes safety information, which is updated annually and distributed to all residents. University Police and University Housing partner to provide other active and passive safety related programs ongoing. University Police conduct training and presentations upon request on relevant topics including: Safe Party, DUI Risks and Consequences, Theft Prevention, and Community Safety.

**Campus Media and Print Materials:**
University Police works closely with Public Affairs to ensure the timely and appropriate release of information in order to prevent crime and enhance the safety of the community. The Poly Post and PolyCentric provide information to the campus community on safety, crime prevention, emergency preparedness, and campus safety issues. The Poly Post receives the Police weekly crime/incident log and publishes the "Crime Blotter", which provides crime summaries of incidents and current crime trends. Informational brochures, posters, and bookmarks and online information on crime prevention and health and safety issues are available at University Police, Student Health and Counseling Services. These materials are also distributed at campus events.

**Ride-A-Long Program:**
Campus community members are invited to participate in the University Police Ride-Along program. The program provides an opportunity to meet and ride in a patrol vehicle with one of our University police officers, receive information on campus safety, and experience a unique view of the department and the campus. The program is highly recommended for students considering a career in law enforcement.

**Safety Surveys and Security Consultation:**
University Police staff conducts comprehensive office and building security and safety surveys by request. Departments are strongly encouraged to contact University Police and I&IT if installing and/or implementing alarm and access systems. To request assistance or a consultation, contact 909-869-6981.

**Bike Registration Program:**
Bicycle theft is becoming a common crime concern. Bikes should be locked through the frame to bike racks provided on campus. The use of a “Kryptonite” or a U-Lock style lock is strongly recommended; cable locks may be cut with standard bolt cutters and are involved in the vast majority of bike thefts. Bike registration is available at the University Police Department. Call ahead to ensure a police officer is available. Registering your bike significantly increases recovery rates in case of theft.
ALCOHOL AND OTHER DRUGS STATEMENT OF POLICY

University students, faculty, staff, and administrators are subject to local, State and Federal laws regarding the unlawful possession, distribution, or use of alcohol or illegal drugs. University Police officers enforce all laws regulating the use of alcoholic beverages and underage drinking.

The University does allow limited use of alcoholic beverages on campus in compliance with all laws and the Interim University Alcohol and Other Drugs Policy and the Presidential Order.

Possession or consumption of alcoholic beverages on campus by persons under the age of 21 is strictly prohibited. The use of alcoholic beverages by persons 21 years of age or older is permitted only in student residential areas as designated by the Director of University Housing Services or the Director of the Cal Poly Pomona Foundation, Inc. Kegs of alcoholic beverages, regardless of type or size, are prohibited in student residences. Alcoholic beverages may be purchased in designated food service operations, and may be served at specified events upon the approval of the Vice President for Student Affairs or his/her designee.

The unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs on the University campus or at any University-sponsored event off campus is prohibited. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner in which the performance of assigned tasks may be impaired.

All University Housing Services (UHS) and Foundation Housing Services, Inc. (Village) must comply with established alcohol and other drug policies specific to their residence community.

University Police strictly enforces State and Federal laws, as well as the University's zero-tolerance policy, for the use and sale of illegal drugs. Violators are subject to University discipline, criminal prosecution and/or removal from University housing. Students found in violation of University alcohol and drug policies may be subject to academic probation, suspension, or expulsion.

Employees in violation of the university alcohol and drug policies may be subject to corrective action or dismissal or may be required to participate fully in an approved counseling or rehabilitation program. Applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in State Prison.

A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs, who refuses to take a blood alcohol test.

Treatment and Health Risks:
Counseling and Psychological Services, Student Health Services, and the Wellness Center provide annual and ongoing counseling, education and/or 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 abuse. A biennial and ongoing review process is conducted to document and assess campus activities and the effectiveness of prevention programs. Needs
assessments are implemented to assess outcomes and modify programs as appropriate to meet program goals.

1. Excessive use/abuse of alcohol and other drugs is a serious health problem, and can contribute to a host of other physical and mental health concerns. These include the following: physical harm, such as addiction, damage to the brain and other organs, overdose, coma and even death;
2. Accidents and car crashes due to effects on vision, judgment, coordination and other physical skills;
3. Social and psychological problems that may interfere with school, job performance, and/or relationships; and
4. Unlawful conduct and/or activity, such as committing crimes, exhibiting violent behavior, and receiving sanctions for inappropriate and/or unlawful conduct. For more information on health risks associated with alcohol and other drugs, contact the Wellness Center at (909) 869-5272.

WEAPONS LAW AND POLICY

The use or possession of firearms or other weapons by students, employees or visitors while on campus is prohibited by law. Duly sworn police officers are exempt from this law.

University/Foundation Housing Services have additional policies for student residents regarding the possession and use of replica and other weapons. Residents and Visitors should refer to their Housing Agreement or contact their Resident Advisor for further information.

CALIFORNIA SEX OFFENDER REGISTRATION LAWS

Penal Code 290.1 requires sexual offenders to register with University Police. Convicted sexual offenders are required to register if they are residing on the university campus; enrolled as a student of the university; employed by the university, either full-time or part-time (includes paid employees or volunteers); or working or carrying on a vocation at the university (e.g. contractors) for more than 14 days or for an aggregate period exceeding 30 days in a calendar year. Persons listed above must register with University Police within five working days of commencing enrollment or employment.

Registrants are required to notify the University Police within five working days of ceasing to be enrolled, employed, or ceasing to carry on a vocation at the university. AB 1313 amended 290.01 (d)(1), allows sex offender registration information to be released to campus community members by police per established guidelines. Public information regarding sex offenders in California may be obtained by viewing the Department of Justice Online Megan's Law Web Site at http://www.meganslaw.ca.gov

Sex offender information under California Megan's Law may also be obtained at the Los Angeles Sheriff's Department, Walnut Station, 21695 Valley Blvd Walnut, CA. For hours of availability, contact (909) 595-2264.
DAILY CRIME LOG

University Police maintains a daily crime log of all crimes reported or investigated to the department for the most recent 60-day period. The information includes the date, location, nature of the crime and disposition. The log is available for public inspection during business hours, Monday-Friday, 8:00 a.m. – 5:00 p.m. The log is also posted to the University Police home page, typically weekly at http://www.cpp.edu/police

Crime Statistics, Disciplinary Referrals, Hate Crimes 2012-2014

CRIME STATISTICS 2012-2014

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus Buildings</th>
<th>Public Property</th>
<th>Residence Facilities (Subset of On Campus)</th>
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</table>

- Offenses are reported by hierarchy
- Residential Facilities is a sub-set and are included in On-Campus Total
- Reports made to Non-Police (Campus Security Authorities) are included
- Statistics for Non-Campus and Public Property are provided as available

Unfounded Reports
2014: (1) Robbery – Public Property, (1) Vehicle Theft – On-Campus
Disciplinary Referrals 2012-2014
Alleged offenses referred for Disciplinary Action – Not Arrested

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus Buildings</th>
<th>Public Property</th>
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</table>

- Residential Facilities is a subset and are included in On-Campus Total

Hate Crimes 2012-2014
Statistics include Clery Act crime categories, as well as vandalism, simple assault, larceny-theft, and intimidation. National Origin and Gender Identity are now protected victim class categories.

<table>
<thead>
<tr>
<th>2012</th>
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<tr>
<td>None reported</td>
<td>(1) Reported Hate Crime</td>
<td>None reported</td>
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<td>Offense: Violation of Civil Rights/Threat Crime Category: Intimidation</td>
<td>Bias: Ethnicity</td>
<td>Location: On Campus</td>
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Reporting Hate Motivated Crimes and Incidents
Students or employees experiencing, or receiving a report of hate violence are urged to report it University Police immediately. In addition to potential criminal consequences, hate acts are destructive to the community. For additional assistance, referrals, and resources you may contact the offices listed below.

- Office of Student Life and Cultural Centers
- Violence Prevention and Women's Resource Center
- The Pride Center
  - (909) 869-2841
  - (909) 869-3102
  - (909) 869-3064

Off Campus Hate Crime Resources
California Attorney General Line: (800) 952-5225, TDD (800)952-5548,
L.A. County Commission on Human Relations: (213) 974-7611.
MISSING PERSON NOTIFICATION AND PROCEDURES

In compliance with the Higher Education Opportunity Act (HEOA), Cal Poly Pomona has established 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, he or she should **immediately** notify the University Police Department at (909) 869-3070. A Police Dispatcher and police officers are on duty 24 hours a day.

A report should also be made directly to your Resident Advisor/Community Advisor, Residence Life Coordinator, or Housing professional staff, who will coordinate with University Police.

**A report of a missing person may be made at any time; there is no required wait time or length of time since last contact.** Police will initiate an investigation and where appropriate involve local law enforcement.

University Police, in conjunction with University/Foundation Housing Services staff, will activate established missing student procedures.

**Missing Student Notification - Resident’s Rights and Responsibilities**

*Students residing in on-campus housing have the option to identify a confidential contact person or persons to be notified in the event the student is reported to be missing for 24 hours.*

- All official missing student reports will be referred immediately to University Police.
- A resident’s contact information will be registered confidentially and accessible only by authorized campus officials and law enforcement officers in furtherance of a missing person investigation.
- Even if a resident elects not to register a contact person, University Police 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.

**Missing Persons Procedures**

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, University Police is contacted immediately.
- When deemed appropriate, University Police 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 University Police.
- Contacts are made for purposes of notification, and often as a part of the investigation (e.g. to ensure the student hasn’t returned home, or traveled unexpectedly).
- Housing staff will assist University Police with the investigation as requested.
University Police 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.

TITLE IX AND SEX DISCRIMINATION

Cal Poly Pomona is committed to ensuring that students, employees and visitors who have been sexually assaulted are treated with respect, sensitivity, and confidentiality and are provided with access to medical attention, advocacy services, counseling assistance, and resources specific to sexual assault. Every effort is made to maintain an environment that promotes prompt reporting of sexual assault, ensures appropriate university response, and provides trauma centered support services for victims. Sexual assaults are crimes that happen regardless of gender/gender identity and are never the fault of the victim. The university is dedicated to ensuring that all victims of sexual assault receive timely, consistent and compassionate response and services.

NOTICE OF NON DISCRIMINATION ON THE BASIS OF SEX

The California State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the University (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. (CSU Executive Order 1095 – http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html)

As a result, Cal Poly Pomona issues this statement of policy to inform the campus community of our comprehensive plan addressing sexual misconduct, educational programs, and the procedures that address sexual assault, domestic violence, dating violence and stalking, whether the incident occurs on or off campus and when it is reported to a University official. Cal Poly Pomona’s Notice of Non-Discrimination on the Basis of Sex (including citations) may be accessed at http://www.cpp.edu/~title-ix/documents/notice-of-non-discrimination.pdf

Cal Poly Pomona prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community. For a complete copy of California State University system policy governing sexual misconduct, visit http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html
California State University Executive Orders
Below are the titles and web links to the applicable Executive Orders related to this notice, policy and procedures. To request printed copies, please contact (909) 869-4139.

Executive Order 1095
Implementation of Title IX, VAWA/Campus SaVE Act, and Related Sex Discrimination, Sexual Harassment and Sexual Violence Legislation

Executive Order 1096
Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Employees and Third Parties and Procedure for Handling Discrimination, Harassment and Retaliation Allegations by Employees and Third Parties

Executive Order 1097
Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Students and Systemwide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students

Executive Order 1098
Student Conduct Procedures

DEFINITIONS

Sex Discrimination means Adverse Action taken against a Student by the CSU, a CSU employee, or another Student because of a Protected Status.

Sexual Harassment is a form of Sex Discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes but is not limited to sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:

1. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Complainant’s academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or

2. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the University; or

3. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a
classroom that are unrelated to the coursework. Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on Gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. This policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, or Stalking, subject to this policy.

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

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

**Sexual Assault** is a form of Sexual Misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person’s Gender or sex.

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

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

**Acquaintance Rape** is a form of Sexual Misconduct committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of Rape.)

**Affirmative Consent** means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that
s/he has the Affirmative Consent of the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean consent nor does silence mean consent. Affirmative Consent can be withdrawn or revoked. Affirmative Consent cannot be given by a person who is incapacitated. A person with a medical or mental Disability may also lack the capacity to give consent. Sexual activity with a minor (under 18 years old) is never consensual because a minor is considered incapable of giving legal consent due to age.

**Domestic Violence** is abuse committed against someone who is a current or former spouse; current or former cohabitant; someone with whom the Respondent has a child; someone with whom the Respondent has or had a dating or engagement relationship; or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. It does not include roommates who do not have a romantic, intimate, or sexual relationship. Factors that may determine whether persons are cohabiting include, but are not limited to: (1) sexual relations between the Parties while sharing the same living quarters; (2) sharing of income or expenses; (3) joint use or ownership of property; (4) whether the Parties hold themselves out as spouses; (5) the continuity of the relationship; and, (6) the length of the relationship. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

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

**Stalking** means engaging in a repeated Course of Conduct directed at a specific person that would cause a Reasonable Person to fear for his/her or others’ safety or to suffer Substantial Emotional Distress. For purposes of this definition:

1. **Course of Conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through Third Parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;
2. **Reasonable Person** means a reasonable person under similar circumstances and with the same Protected Status(es) as the Complainant;
3. **Substantial Emotional Distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.
Complaint Procedures

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

Complaints made by students
Executive Order 1097, entitled "Systemwide Policy Prohibiting Discrimination, Harassment, and Retaliation Against Students and Systemwide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students" is the appropriate systemwide procedure for all complaints of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking made by CSU students against the CSU, a CSU employee, another CSU student, or a third party. (Executive Order 1097: http://www.calstate.edu/eo/EO-1097-rev-6-23-15.pdf)

Complaints made by employees, former employees, and applicants for employment
Executive Order 1096, entitled “Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Employees and Third Parties and Procedure for Handling Discrimination, Harassment and Retaliation Allegations by Employees and Third Parties” is the appropriate systemwide procedure for all complaints of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking made by employees and former employees against the CSU, another CSU employee, a CSU student or a third party. Employees covered by a collective bargaining agreement that provides a grievance procedure for raising allegations of Sex Discrimination or Sexual Harassment, including Sexual Violence, Domestic Violence, Dating Violence, and Stalking shall use the grievance procedure specified in their collective bargaining agreement. (Executive Order 1096: http://www.calstate.edu/eo/EO-1096-rev-6-23-15.pdf)

Complaints made by student-employees
Executive Order 1096 is the appropriate systemwide procedure for all complaints of Sex Discrimination, including Sexual Harassment or Sexual Violence, made by student-employees where the alleged Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking arose out of the person’s status as an employee and not his/her status as a student. (Executive Order 1096: http://www.calstate.edu/eo/EO-1096-rev-6-23-15.pdf)

Complaints made by third parties
Executive Order 1096 is the appropriate systemwide procedure for all complaints of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking filed by third parties against the CSU, a CSU employee or a CSU student. (Executive Order 1096: http://www.calstate.edu/eo/EO-1096-rev-6-23-15.pdf)

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

Student Disciplinary Proceedings

Complaint Intake/Investigation

Complaint
Whenever it appears that the Student Conduct Code has been violated, an oral or written complaint should be directed to the student conduct administrator as soon as possible after the event takes place.

Investigation
The student conduct administrator shall promptly: investigate each complaint submitted; determine whether it is appropriate to charge a Student with violation of the Student Conduct Code; and consider whether the University should implement an interim suspension, withdrawal of consent to remain on Campus, no contact orders concerning one or more members of the University community, or other Interim Remedies for the protection of any Complainant/victim or witnesses.

Timelines
Investigations shall be concluded within 60 Working Days after a complaint has been made.

Complaints by Students alleging Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking against other Students shall be filed and investigated according to the procedures set forth in Executive Order 1097 (http://www.calstate.edu/eo/EO-1097-rev-6-23-15.html). The Title IX Coordinator shall notify the student conduct administrator of the status of any such complaint or appeal to the Chancellor’s Office, as well as the investigation results (including findings and any Interim Remedies afforded to the Complainant/victim), so that the student conduct administrator may determine whether to initiate student conduct proceedings.

Complaints by CSU employees or Third Parties, as defined in Executive Order 1096 (e.g., vendors, auxiliary employees or Campus visitors), alleging Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking against Students shall be filed and investigated according to the procedures set forth in Executive Order 1096 (http://www.calstate.edu/eo/EO-1096-rev-6-23-15.html). The Title IX Coordinator shall notify the student conduct administrator of the status of any such complaint or appeal to the Chancellor’s Office, as well as the investigation results (including findings and any Interim Remedies afforded to the Complainant/victim), so that the student conduct administrator may determine whether to initiate student conduct proceedings.

Notice of Conference and Conference
Within 10 Working Days after the student conduct administrator receives the Investigator's findings, the student conduct administrator shall notify the Student in writing that a conference has been scheduled or that the Student is directed to promptly schedule a conference with the student conduct administrator.
In cases involving allegations of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking, the student conduct administrator shall offer the Complainant/victim the opportunity to meet with the student conduct administrator separately, prior to the conference. The conference and any meetings with the Complainant/victim shall occur within 20 Working Days after the student conduct administrator receives the report and findings pursuant to Executive Order 1098.

The student conduct administrator shall promptly notify the Title IX Coordinator of the outcome of the conference with the Student charged. If the case does not proceed to hearing, the Title IX Coordinator shall at that time:

- Notify the Complainant/victim of the outcome of the conference, including any sanction that relates directly to the Complainant. Victims of crimes of violence, including sex offenses, shall also receive notice.
- Take any appropriate further steps to address the effects of any hostile environment resulting from the Discrimination, Harassment or Retaliation.
- Identify and address any remaining systemic or other patterns of Discrimination, Harassment or Retaliation at the Campus.

**Notice of Hearing**

The student conduct administrator shall issue a notice of hearing promptly after the conference. In cases involving allegations of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking, notice shall also be provided to the Complainant and the DHR Administrator or the Title IX Coordinator. The notice of hearing shall be issued within five Working Days after the conference has concluded.

**Hearing**

The hearing is closed to all persons except the student conduct administrator; the Student charged; the Complainant/victim in cases of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking; their respective advisors; appropriate witnesses while they are testifying; a support person to accompany alleged victims of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking while they are testifying; the hearing officer; and one person to assist the hearing officer in recording the hearing. The Student charged, any Complainant, and any witnesses shall attend the hearing in person unless the student conduct administrator permits an exception (e.g., participation via videoconference or telephone). A police or security officer may also be present if deemed appropriate or necessary by the vice president for Student Affairs or hearing officer. The University will cooperate in providing University witnesses wherever possible, provided that they are identified at least five Working Days before the hearing.

**Standard of Proof; Report and Recommendations of the Hearing Officer**

After the hearing, the hearing officer shall make findings of fact and conclusions about whether the Student charged violated the Student Conduct Code. The standard of proof the hearing officer shall use is whether the University's charge is sustained by a preponderance of the evidence. It is the University's
burden to show that it is "more likely than not" that the Student violated the Student Conduct Code. The hearing officer shall submit a written report of findings and conclusions to the president, along with any recommended sanctions, recommendations regarding restricting the Student's contact with, or physical proximity to, the Complainant or other persons. The report shall be submitted within 10 Working Days after the hearing."

Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense

**Final Decision/Notification**

Executive Order 1098 provides that the president shall review the hearing officer's report and issue a final decision. (Executive Order 1098- [http://www.calstate.edu/eo/EO-1098-rev-6-23-15.pdf](http://www.calstate.edu/eo/EO-1098-rev-6-23-15.pdf))

The president may impose the recommended sanctions, adopt a different sanction or sanctions, reject sanctions altogether, or refer the matter back for further findings on specified issues. If the president adopts a different sanction than what is recommended by the hearing officer, the president must set forth the reasons in the final decision letter. The president's final decision letter shall be issued within 10 Working Days after receipt of the hearing officer's report.

The president shall send his or her decision electronically to the Student charged at the University-assigned or other primary e-mail address linked to the Student's University account.

In cases involving crimes of violence, including Sexual Violence, Domestic Violence, Dating Violence, or Stalking, both Complainant-victim and the Student charged shall be simultaneously informed in writing of:

- The outcome of any disciplinary proceedings that arise from such allegations;
- Any change to the results that occurs prior to the time that such results become final; and
- When such results become final

This information is given only to the Student charged and Complainant-victim, and includes the name of the Student charged, any violation found to have been committed, and any sanctions imposed on the Student charged. The University may also notify any other alleged victim of the final results regardless of whether or not the charges are sustained.

Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
CAMPUS, CIVIL, AND CRIMINAL CONSEQUENCES OF COMMITTING ACTS OF SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE

Cal Poly Pomona may impose a range of sanctions based following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape of other forcible or non-forcible sex offenses:

Individuals alleged to have committed Sexual Violence may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline/sanctions at the University. Employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining agreements. Students and employees charged with Sex Discrimination, Sexual Harassment or Sexual Violence will also be subject to discipline, pursuant University policies, and will be subject to appropriate sanctions.

Possible sanctions for employees:
Sanctions up to and including dismissal from employment may be imposed in accordance with current collective bargaining agreement, if applicable.

Possible sanctions for students:
Under Executive Order 1098 (Executive Order 1098 is attached as Appendix E; see also http://www.calstate.edu/eo/EO-1098-rev-6-23-15.pdf) the following possible sanctions may be imposed for violations of the student conduct code:
- Restitution
- Loss of Financial Aid
- Educational and Remedial Sanctions
- Denial of Access to Campus or Persons
- Disciplinary Probation
- Suspension
- Expulsion
- Multiple Sanctions
- Administrative Hold and Withholding a Degree
- Interim Suspension: A president may impose an interim suspension pursuant to 5 Cal. Code Regs. § 41302 where there is reasonable cause to believe that separation of a Student is necessary to protect the personal safety of persons within the University community or University Property, and to ensure the maintenance of order. Violation of any condition of interim suspension shall be grounds for expulsion.

RIGHTS AND OPTIONS FOR VICTIMS OF SEXUAL MISCONDUCT, DATING AND DOMESTIC VIOLENCE, AND STALKING

The University is committed to creating and sustaining an educational and working environment free of sexual misconduct, dating and domestic violence, and stalking. If you experience any of these forms of
misconduct, you are strongly encouraged to utilize the various on and off campus resources described below. Your safety and well-being is the University’s priority. This publication is intended to help you understand your rights and options, as well as provide you with information regarding support and assistance.¹

WHAT SHOULD I DO?

Call 9-1-1 if you are in the midst of any kind of emergency, immediate harm or threat of harm.

If you have experienced sexual misconduct (e.g., rape, acquaintance rape, or sexual battery), dating or domestic violence, or stalking, you are encouraged to seek immediate assistance from police and healthcare providers for your physical safety, emotional support and medical care.

University police can escort you to a safe place and transport you to a hospital or a sexual assault response center for a medical examination, if needed. University police can also provide access to a confidential Sexual Assault Victim’s Advocate. If you would prefer not to notify the police, you are strongly encouraged to seek assistance from the campus Title IX Coordinator who can provide you with information on your options, rights and remedies, and/or the Campus Sexual Assault Victim’s Advocate. The campus Title IX Coordinator is available to assist you in notifying the police, if you wish. The Sexual Assault Victim’s Advocate listed below can also assist you in notifying the police and/or the campus Title IX Coordinator.

You have the right to decide whom and when to tell about what happened. However, it is very important that you get confidential medical attention after being assaulted. Following the incident, you may be physically injured, there may be a chance you contracted a sexually transmitted disease or that you may become pregnant.

WHOM SHOULD I CONTACT?

The University has designated a Title IX Coordinator to provide you with assistance and support, and to monitor and oversee overall compliance with laws and policies related to sexual misconduct, dating and domestic violence, and stalking. Your Campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint; the University’s relevant complaint process, and your right to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off Campus; and other related matters.

¹ Terms contained within this Notice are intended to be gender neutral.
Title IX Director
Linda M. Hoos
CLA-98-B1-102 • Phone: (909) 869-2708

Title IX Deputy Director
Deborah L. Kahn
CLA-98-B1-102 • Phone: (909) 869-4095

Deputy Title IX Coordinator - Student Complaints against Faculty
Anita Jessup, Director of Faculty Affairs
CLA-98-T7 • Phone: (909) 869-2277

Deputy Title IX Coordinator - Student Complaints against Non-Academic Employees
Carmen Munoz-Silva, Director of Diversity & Compliance
CLA-98-B1-10 • Phone: (909) 869-4646

Deputy Title IX Coordinator - Athletics
Stephanie Duke, Associate Director of Intercollegiate Athletics
Bldg. 43-118 • Phone: (909) 869-3778

Confidential Survivor Advocate
Mayra Romo
Bldg. 46 (Inside Health & Wellness Center) • Phone: (909) 869-3102

University Police
Bldg. 109 • Phone: (909) 869-3070

Student Health Services
3801 W. Temple Avenue, Bldg. 46, Pomona, CA 91768
Phone: (909) 869-4000, Monday-Friday, 8am-5pm
Urgent Care: (909) 869-2740
After Hours Nurse Advice Line (after 5pm weekdays and on weekends): (855) 868-4945
Website: http://www.cpp.edu/~healthcounseling/index.shtml

Counseling Services
3801 W. Temple Avenue, Bldg. 66, Pomona, CA 91768
Phone: (909) 869-3220, Monday-Friday, 8am-5pm
After Hours Crisis Support (Available 24/7): (909) 869-3220 then press 2
The Importance of Preserving Evidence

It is important that you take steps to preserve and collect evidence; doing so preserves the full range of options available to you, be it through the University’s administrative complaint procedures or criminal prosecution. To preserve evidence: (1) do not wash your face or hands; (2) do not shower or bathe; (3) do not brush your teeth; (4) do not change clothes or straighten up the area where the assault took place; (5) do not dispose of clothes or other items that were present during the assault, or use the restroom; and, (6) seek a medical exam immediately. If you already cleaned up from the assault, you can still report the crime, as well as seek medical or counseling treatment. You may consult with the Campus Title IX Coordinator or Sexual Assault Victim’s Advocate (see contact information above) for assistance as well.

What Reporting Options Do I Have?

The University’s primary concern is your safety and the safety of the Campus community. The use of alcohol or drugs never makes the victim at fault for sexual misconduct. If you have experienced sexual misconduct, dating or domestic violence, or stalking you should not be deterred from reporting the incident out of a concern that you might be disciplined for related violations of drug, alcohol or other University policies. Except in egregious circumstances, University students or employees who are victims of sexual misconduct will not be subject to discipline. You have several reporting options, and you may pursue one or more of these options at any time. It is your right to have a friend, family member, Sexual Assault Victim’s Advocate, or other representative present with you while reporting the incident. You also have the right to have a sexual assault counselor, Sexual Assault Victim’s Advocate and/or support person of your choice present with you during a rape examination.
The Campus Title IX Coordinator or Sexual Assault Victim’s Advocate can assist you in notifying the police if you choose.

**Criminal:** Reporting to University Police and/or local police is an option at any time. If you choose not to report to the police immediately following an incident, you can still make the report at a later time. However, with the passage of time, the ability to gather evidence to assist with criminal prosecution may be limited. Depending on the circumstances, the police may be able to obtain a criminal restraining order on your behalf.

**Administrative:** You may report to the Campus Title IX Coordinator, who will provide you with written and verbal information regarding applicable University complaint procedures for investigating and addressing the incident. The Title IX Coordinator will also provide you with information regarding resources available to you, as well as information regarding your rights and options. Contact information for the Title IX Coordinator is listed above.

The Campus Title IX Coordinator will also discuss with you any reasonable interim remedies the University may offer prior to conclusion of an investigation or potential disciplinary action to reduce or eliminate negative impact on you and provide you with available assistance. Examples include: adjustment to work assignments, course schedules or supervisory reporting relationship; requiring the Respondent to move from University-owned or affiliated housing; immediately prohibiting the Respondent from coming to the University; or prohibiting the Respondent from contacting the parties involved in the reported incident. These options may be available to you whether or not you choose to report the incident to Campus police or law enforcement. The Title IX Coordinator remains available to assist you and provide you with reasonable remedies requested by you throughout the reporting, investigative, and disciplinary processes, and thereafter.

If it is determined that University policy was violated, the Respondent will be subject to discipline, up to and including dismissal from University employment or expulsion from the University. You are entitled to be accompanied to any related meeting or proceeding by an advisor of your choice, including a Sexual Assault Victim’s Advocate or domestic violence counselor. However, if you do not wish to participate in an investigation or hearing process, you have the right to decline to do so.

**Health/Counseling/Clergy:** You may choose to seek advice and assistance from physicians, psychotherapists, professional counselors, clergy, sexual assault and domestic violence counselors and advocates, including individuals who work or volunteer for them.

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3 Executive Order 1096 (Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Employees and Third Parties and Procedure for Addressing Such Complaints by Employees and Third Parties); Executive Order 1097 (Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Students and Systemwide Procedure for Addressing Such Complaints by Students).
Civil Lawsuit: You may choose to file a civil lawsuit against the Respondent, whether or not criminal charges have been filed. A civil lawsuit provides you the opportunity to recover actual damages, which may include compensation for medical expenses, lost wages, pain, suffering, and emotional distress.

You may also choose to obtain a protective or restraining order (such as a domestic violence restraining order or a civil harassment restraining order). Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can protect victims who have experienced or are reasonably in fear of physical violence, sexual misconduct, dating or domestic violence, or stalking. University Police and your Campus Title IX Coordinator can offer assistance with obtaining a protective or restraining order.

Non-reporting: You are strongly encouraged to report any incidents to the police and/or Campus Title IX Coordinator so that steps may be taken to protect you and the rest of the campus community. However, non-reporting is also an option.

Confidentiality – Know Your Options

We encourage victims of sexual misconduct, dating or domestic violence, or stalking to talk to someone about what happened – so you can get the support you need, and so the University can respond appropriately. Whether – and the extent to which – a University employee may agree to maintain confidentiality (and not disclose information to the Title IX Coordinator) depends on the Employee’s position and responsibilities at the University. This information is intended to make you aware of the various reporting and confidential disclosure options available to you – so you can make informed choices about where to turn for help. The University encourages victims to talk to someone identified in one or more of these groups.

As explained below, some employees are required by law to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” Other Employees may talk to a victim in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Some employees are required to report all details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees constitutes a report to the University, and generally creates a legal obligation for the University to investigate the incident and take appropriate steps to address the situation.

Privileged and Confidential Communication

Physicians, Psychotherapists, Professional Counselors and Clergy4 – Physicians, psychotherapists, professional, licensed counselors, and clergy who work or volunteer on or off campus acting solely in those roles or capacity, in the provision of medical or mental health treatment or counseling (including those who work or volunteer in those offices) may not report any information about an incident of sexual misconduct to anyone else at the University, including the Title IX Coordinator, without your consent.

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4 See Cal. Evid. Code § 990 et seq., § 1010 et seq., and § 1030 et seq.
You can seek assistance and support from physicians; psychotherapists, professional, licensed counselors, and clergy without triggering a University investigation that could reveal your identity or the fact of your disclosure. However, see limited exceptions below regarding when health care practitioners must report to local law enforcement agencies. Health care practitioners should explain these limited exceptions to you, if applicable.

On Campus Professional Counselors and Physicians

**Student Health Services**
3801 W. Temple Avenue, Bldg. 46, Pomona, CA 91768
Phone: (909) 869-4000, Monday-Friday, 8am-5pm • Urgent Care: (909) 869-2740
After Hours Nurse Advice Line (after 5pm weekdays & weekends): (855) 868-4945
Website: [http://www.cpp.edu/~healthcounseling/index.shtml](http://www.cpp.edu/~healthcounseling/index.shtml)

**Counseling Services**
3801 W. Temple Avenue, Bldg. 66, Pomona, CA 91768
Phone: (909) 869-3220, Monday-Friday, 8am-5pm
After Hours Crisis Support (Available 24/7): (909) 869-3220 then press 2

**Sexual Assault and Domestic Violence Counselors and Advocates**

Sexual assault and domestic violence counselors and advocates who work or volunteer on or off campus in sexual assault centers, victim advocacy offices, women’s centers, and health centers (including all individuals who work or volunteer in these centers and offices, as well as non-professional counselors or advocates, and those who act in that role under their supervision) may talk to you without revealing any information about you or the incident of sexual misconduct to anyone else at the University, including the Title IX Coordinator, without your consent. You can seek assistance and support from these counselors and advocates without triggering a University investigation that could reveal your identity or that you disclosed an incident to them. However, see limited exceptions below regarding when sexual assault and domestic violence counselors and advocates must report to local law enforcement agencies. Counselors and advocates should explain these limited exceptions to you, if applicable. Following is contact information for sexual assault and domestic violence counselors and advocates:

**Cal Poly Pomona Confidential Survivor Advocate, Mayra Romo**  
Building 46 (located in Health & Wellness Center)  
Phone: (909) 869-3102 • Email: mromo@cpp.edu

To speak with an advocate AFTER HOURS contact:  
**Project Sister Family Services**, P.O. Box 1369, Pomona, CA 91769-1369 Phone: (909) 623-1619,  
24 Hour Hotline: (909) 626-4357 Website: [http://projectsister.org/](http://projectsister.org/)

If you speak only to a physician, professional counselor, clergy member, sexual assault counselor, domestic violence counselor or advocate, you must understand that the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the perpetrator, if you choose to maintain confidentiality.

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Even so, these individuals will still assist you in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services. They may not, however, be able to assist you with University academic support or accommodations, or changes to University-based living or working schedules, or assist with adjustments to course schedules. Only the University and the Title IX Coordinator can assist with those matters (see below). A victim who at first requests confidentiality may later decide to file a complaint with the University or report the incident to the police, and thus have the incident fully investigated. These counselors and advocates can provide you with that assistance if you wish. These counselors and advocates will also explain that Title IX includes protections against retaliation, and that the University will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

EXCEPTIONS

Under California law, any health practitioner employed in a health facility, clinic, physician’s office, or local or state public health department or clinic is required to make a report to local law enforcement if he or she provides medical services for a physical condition to a patient/victim who he or she knows or reasonably suspects is suffering from:

- A wound or physical injury inflicted by a firearm; or
- Any wound or other physical injury inflicted upon a victim where the injury is the result of assultive or abusive conduct (including sexual misconduct and dating and domestic violence).

This exception does not apply to sexual assault and domestic violence counselors and advocates. Health care practitioners will explain this limited exception to you, if applicable. Additionally, under California law, all professionals described above (physicians, psychotherapists, professional counselors, clergy, and sexual assault and domestic violence counselors and advocates) are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to you, if applicable.

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6 Assultive or abusive conduct is defined to include a list of 24 criminal offenses, including sexual battery, incest, rape, spousal rape, abuse of a spouse or cohabitant, and any attempt to commit these crimes. See Cal. Penal Code §§ 11160-11163.2.

7 See Cal. Penal Code §§ 11164-11174.3; see also CSU Executive Order 1083 or any superseding executive order.
Finally, some or all of these professionals may also have reporting obligations under California law to: (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; \(^8\) or (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the incident. \(^9\) If applicable, these professionals will explain this limited exception to you.

**Reporting to University or Local Police**

If you report certain sex offenses to local or University Police, the police are required to notify you that your name will become a matter of public record unless confidentiality is requested. \(^10\) If you request that your identity be kept confidential, your name will not become a matter of public record and the police will not report your identity to anyone else at the University, including the Title IX Coordinator. University Police will, however, report the facts of the incident itself to the Title IX Coordinator being sure not to reveal to the Title IX Coordinator your name/identity, or compromise their own criminal investigation.

The University is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the University will report the type of incident in the annual crime statistics report known as the Annual Security Report, your name/identity will not be revealed.

**Reporting to the Title IX Coordinator and Other University Employees**

Most University employees have a duty to report incidents of sexual misconduct, dating and domestic violence, and stalking when they are on notice of it. When you tell the Title IX Coordinator or another University employee about an incident, you have the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. In all cases, we strongly encourage victims to report sexual misconduct, dating and domestic violence, and stalking directly to the Title IX Coordinator.

As detailed above, all University employees except physicians, licensed counselors, sexual assault victim’s advocates must report to the Title IX Coordinator all relevant details about incidents of which they become aware. The University will need to determine what happened – and will need to know the names of the victim(s) and the perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other University employee will be shared only with individuals responsible for handling the University’s response to the incident. The

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University will protect the privacy of individuals involved except as otherwise required by law or University policy. A report may result in the gathering of extremely sensitive information about you and other individuals in the Campus community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a reported incident. In such cases, efforts will be made to redact the records, as appropriate, in order to protect your identity and privacy and the privacy of other involved individuals.

The Title IX Coordinator can be reached at:

Linda M Hoos, Title IX Coordinator
3801 W. Temple Avenue, CLA-98-B1-102, Pomona, CA 91768
Phone: (909) 869-2708, Monday-Friday, 8am-5pm; Email: lmhoos@cpp.edu

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

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

- Provide interim remedies requested by you, if they are reasonably available, regardless of whether you choose to report sexual misconduct, dating or domestic violence, or stalking to Campus or local police;
- Assist you in accessing other available victim advocacy, academic support, counseling, disability, medical/health or mental health services, and legal assistance both on and off campus.
• Provide other security and support, which could include issuing a no-contact order, helping arrange a change of Campus-based living or working arrangements or course schedules (including for the Respondent pending the outcome of the investigation) or adjustments for assignments, tests, or work duties; and

• Inform you of your right to report a crime to University or local police – and provide you with assistance if you wish to do so.

The University will not require you to participate in any investigation or disciplinary proceeding if you do not wish to participate.

The University will not generally notify parents or legal guardians of your report unless you are under the age of 18 or you provide the University with written permission to do so. 11

Under California law, and pursuant to University policy, certain University employees, including the Title IX Coordinator, are mandatory child abuse and neglect reporters and should explain to victims under 18 years of age that they are required to report the incident to the police. 12 However, the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies. 13

Because the University is under a continuing legal obligation to address the issue of sexual misconduct, dating and domestic violence, and stalking campus-wide, any such reports (including non-identifying reports) may also prompt the University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported incident occurred; increased education, training and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revising its policies and practices.

The Office of the Ombuds provides confidential, neutral and informal dispute resolution services, provides information about University policies and procedures, and makes referrals. However, in sexual misconduct, dating and domestic violence, and stalking cases, the Ombuds as well as all other University employees (except for physicians, licensed counselors, sexual assault counselors and advocates as discussed above) must report incidents to the Title IX Coordinator.

NOTE: If the University determines that the perpetrator poses a serious and immediate threat to the Campus community, a designated Campus Security Authority under the Clery Act may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

11 If there is a health and safety issue (e.g., immediate threat to self or others), the University may notify parents or legal guardians, regardless of the victim’s age, as allowed under the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g).

12 See Cal. Penal Code §§ 11164-11174.3; see also CSU Executive Order 1083 or any superseding executive order.

As A Reporter, Am I Protected From Retaliation?

Yes, University policies prohibit retaliation against a person who:

- Reports sexual misconduct, dating or domestic violence, or stalking;
- Assists someone with such a report; or
- Participates in any manner in any related investigation or resolution.

No officer, employee or agent of the University shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his/her rights or responsibilities. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education. Retaliation, if proven, is a violation of University policies and may result in discipline, up to and including termination of employment or expulsion from the University.

What Else Might Happen If I Notify University Police?

Should you choose to notify University Police, you will be escorted to a safe place if necessary, and may be transported to a hospital or sexual response assault center for a medical exam. University police can also provide access to a confidential Sexual Assault Victim’s Advocate, if desired. First and foremost, the medical exam you receive from a hospital or sexual assault response center treats any physical injury or effect. The exam may include a vaginal and/or anal examination, testing, and prophylactic treatment for sexually transmitted infections and possible pregnancy.

Second, the medical exam properly collects and preserves evidence. Seeking a medical exam for treatment and evidence collection does not commit you to any particular course of action, and your medical records are confidential.

What CSU Procedures Are Available?

The University has formal written procedures that provide for a Campus investigation of reports of sexual misconduct, dating and domestic violence, and stalking, written findings sent to the Complainant and the Respondent, and a review of the campus investigative findings by the CSU Chancellor’s Office. The procedure for CSU employees and third parties is separate from, but similar to the procedure for CSU students. Your Campus Title IX Coordinator can explain these procedures in detail.

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14 Executive Order 1096 (Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Employees and Third Parties and Procedure for Addressing Such Complaints by Employees and Third Parties); Executive Order 1097 (Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Students and Systemwide Procedure for Addressing Such Complaints by Students); Executive Order 1095 (Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy.)
At the conclusion of the University’s complaint procedure, any employee or student found to have violated University policy will be subject to discipline. Discipline would be administered consistent with applicable collective bargaining agreements and MPP/confidential personnel plans (for employees), University policies and legal requirements. As the victim, you are not required to participate in any University disciplinary procedure and may choose not to be a part of it. Disciplinary procedures for sexual misconduct, dating and domestic violence, and stalking will:

- Provide a prompt, fair, and impartial process and resolution;
- Be conducted by officials who receive annual training on sexual misconduct, dating and domestic violence, and stalking, including how to conduct a process that protects the safety of victims and promotes accountability;
- Provide the Complainant and the Respondent the same opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
- Simultaneously inform the Complainant and the Respondent in writing of:
  - The outcome of the disciplinary proceeding;
  - The procedures available to appeal the results of the disciplinary proceeding;
  - Any change to the disciplinary results that occurs prior to the time such results become final; and
  - When disciplinary results become final.

What Are Sexual Misconduct, Dating And Domestic Violence, Stalking, And Affirmative Consent?

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

Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, and dating violence. When it is based on gender, domestic violence and stalking also constitute sexual misconduct. Sexual misconduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacity (including voluntary intoxication). Men as well as women can be victims of these forms of sexual misconduct. Sexual activity with a minor is never consensual when the Complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.

a. Sexual Assault is a form of sexual misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person’s gender or sex.

b. Sexual Battery is a form of sexual misconduct and is any willful and unlawful use of force or violence upon the person of another because of that person’s gender or sex as well as touching an intimate part of another person against that person’s will and for the purpose of sexual arousal, gratification, or abuse.
c. Rape is a form of sexual misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders a person incapable of giving consent. The Respondent’s relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant. (See complete definition of affirmative consent below.)

d. Acquaintance Rape is a form of sexual misconduct committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of Rape.)

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

Domestic Violence is abuse committed against someone who is a current or former spouse; current or former cohabitant; someone with whom the abuser has a child; someone with whom the abuser has or had a dating or engagement relationship; or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

Stalking means engaging in a repeated course of conduct directed at a specific person that would cause a reasonable person to fear for his/her or others’ safety or to suffer substantial emotional distress. For purposes of this definition:

Course of Conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;

Reasonable Person means a reasonable person under similar circumstances and with the same protected statuses as the Complainant;

Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.
**Affirmative Consent** means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean affirmative consent, nor does silence mean affirmative consent. Affirmative consent must be voluntary, and given without coercion, force, threats, or intimidation.

The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of affirmative consent. A request for someone to use a condom or birth control does not, in and of itself, constitute affirmative consent.

Affirmative consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once affirmative consent is withdrawn or revoked, the sexual activity must stop immediately.

Affirmative consent cannot be given by a person who is incapacitated. A person is unable to consent when s/he is asleep, unconscious, or is incapacitated due to the influence of drugs, alcohol or medication so that s/he could not understand the fact, nature, or extent of the sexual activity. A person is incapacitated if s/he lacks the physical and/or mental ability to make informed, rational decisions.

Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person’s decision-making ability, awareness of consequences, and ability to make informed judgments. Intoxication or incapacitation from drugs or alcohol does not diminish a person’s responsibility to obtain affirmative consent before engaging in sexual activity.

A person with a medical or mental disability may also lack the capacity to give consent.

Sexual activity with a minor (a person under 18 years old) is never consensual, because a minor is considered incapable of giving consent due to age.

It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:

- The person was asleep or unconscious;
- The person was incapacitated due to the influence of drugs, alcohol, or medication, so that the person could not understand the fact, nature, or extent of the sexual activity;
- The person was unable to communicate due to a mental or physical condition.

It shall not be a valid excuse to alleged lack of affirmative consent that the Respondent believed that the person consented to the sexual activity under either of the following circumstances:

- The Respondent’s belief in affirmative consent arose from the intoxication or recklessness
of the Respondent; The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the person affirmatively consented.

**Education and Prevention Programs**

The University engages in comprehensive, intentional and integrated programming, initiatives, strategies and educational campaigns intended to end sexual assault, dating violence, domestic violence, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, best practices, assessed for learning outcomes, value and effectiveness; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institution, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
c. Defines what behavior and actions constitute consent to sexual activity in the State of California and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means 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 assault 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;
e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

The University has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.

Staffed by trained, certified sexual assault and domestic violence advocates, the VPWRC conducts the majority of education and awareness programs for students and employees. Other campus entities also conduct
programs related to sexual assault and other related topics. Some of these departments include Student Health and Counseling Services, University Police, University Housing Services and Foundations Housing Services.

Training and education and awareness programs are presented to varied audiences in a range of settings, such as new and transfer student orientations, academic courses, and other target campus entities (e.g. Athletics, Greeks, Student Leaders, student residents, University Police).

The following is a roster of training and education and awareness programs provided by the VPWRC during academic year 2014-2015.

In addition during this time period the certified sexual assault advocate provided (148) walk- crisis services, appointments, and accompaniments for students and employees.

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**Total Participants**: 10,302

**Total # of Events**: 103
What You Can Do To Help Stop Sexual Violence

- Sexual contact requires mutual consent. An incapacitated person (for example, a person who is intoxicated by drugs or alcohol) may be incapable of giving consent. Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments.
- No one deserves to be sexually assaulted, stalked or victimized in any way.
- Don’t engage in any behavior that may be considered Sexual Violence, Domestic Violence, Dating Violence, Stalking or any other form of violence.
- Never use force, coercion, threats, alcohol or other drugs to engage in sexual activity.
- Take responsibility for your actions.
- Avoid alcohol and other drugs.
- Remember “no” means “No!” and “stop” means “Stop!”
- Report incidents of violence (including coercion) to law enforcement and campus authorities.
- Discuss Sexual Violence, Domestic Violence, Dating Violence, and Stalking with friends—speak out against violence and clear up misconceptions.
- Don’t mistake submission or silence for consent.

What You Can Do To Help Minimize Your Risk of Becoming a Victim

- Be aware. Does your partner: Threaten to hurt you or your children? Say it’s your fault if he or she hits you and then promises it won’t happen again (but it does)? Put you down in public? Force you to have sex when you don’t want to? Follow you? Send you unwanted messages and gifts?
- Be assertive. Speak up.
- Stay sober and watch out for dates and/or anyone who tries to get you drunk or high.
- Clearly communicate limits to partners, friends, and acquaintances.
- Never leave a party with someone you don’t know well and trust.
- Trust your feelings; if it feels wrong, it probably is.
- Learn all you can and talk with your friends. Help them stay safe.
- Report incidents of violence to law enforcement and campus authorities.

What You Can Do If You Are a Victim, in General

- Go to a safe place as soon as possible.
- Preserve evidence.
- Report the incident to University Police or local law enforcement.
- Report the incident to your campus Title IX Coordinator.
- Call a Domestic Violence, Sexual Violence or Stalking hotline.
- Call a friend or family member for help.
• Know that you are not at fault. You did not cause the abuse to occur and you are not responsible for someone else’s violent behavior.

Common Myths and Facts about the Causes of Sexual Violence

1) **Myth**: Victims provoke sexual assaults when they dress provocatively or act in a promiscuous manner.

**Fact**: Rape and Sexual Violence are crimes of violence and control that stem from a person’s determination to exercise power over another. Neither provocative dress nor promiscuous behaviors are invitations for unwanted sexual activity. Forcing someone to engage in non-consensual sexual activity is sexual assault, regardless of the way that person dresses or acts.

2) **Myth**: If a person goes to someone’s room or house or goes to a bar, s/he assumes the risk of sexual assault. If something happens later, s/he can’t claim that s/he was raped or sexually assaulted because s/he should have known not to go to those places.

**Fact**: This “assumption of risk” wrongfully places the responsibility of the offender’s action with the victim. Even if a person went voluntarily to someone’s home or room and consented to engage in some sexual activity, it does not serve as blanket consent for all sexual activity. When in doubt if the person is comfortable with an elevated level of sexual activity, stop and ask. When someone says “no” or “stop,” that means “STOP!” Sexual activity forced upon another without valid consent is sexual assault.

3) **Myth**: It is not Sexual Violence if it happens after drinking or taking drugs.

**Fact**: Being under the influence of alcohol or drugs is not an invitation for sexual activity. A person under the influence does not cause others to assault her/him; others choose to take advantage of the situation and sexually assault her/him because s/he is in a vulnerable position. A person who is incapacitated due to the influence of alcohol or drugs is not able to consent to sexual activity.

4) **Myth**: Most sexual assaults are committed by strangers. It’s not rape if the people involved know each other.

**Fact**: Most sexual assaults and rape are committed by someone the victim knows. A study of sexual victimization of college women showed that about 90% of victims knew the person who sexually victimized them. Most often, a boyfriend, ex-boyfriend, classmate, friend, acquaintance or co-worker sexually victimized the person. It is important to remember that Sexual Violence can occur in both heterosexual and same- gender relationships.

5) **Myth**: Rape can be avoided if women avoid dark alleys or other “dangerous” places where strangers might be hiding or lurking.

**Fact**: Rape and Sexual Violence can occur at any time, in many places, to anyone.
6) **Myth:** A person who has really been sexually assaulted will be hysterical.

**Fact:** Victims of Sexual Violence exhibit a spectrum of responses to the assault which can include: calm, hysteria, withdrawal, anxiety, anger, apathy, denial and shock. Being sexually assaulted is a very traumatic experience. Reaction to the assault and the length of time needed to process through the experience vary with each person. There is no “right way” to react to being sexually assaulted. Assumptions about the way a victim “should act” may be detrimental to the victim because each victim copes in different ways.

7) **Myth:** All Sexual Violence victims will report the crime immediately to the police. If they do not report it or delay in reporting it, then they must have changed their minds after it happened, wanted revenge or didn’t want to look like they were sexually active.

**Fact:** There are many reasons why a Sexual Violence victim may not report the assault to the police or campus officials. It is not easy to talk about being sexually assaulted and can feel very shameful. The experience of retelling what happened may cause the person to relive the trauma. Another reason for delaying a report or not making a report is the fear of retaliation by the offender. There is also the fear of being blamed, not being believed and being required to go through judicial proceedings. Just because a person does not report the Sexual Violence does not mean it did not happen.

8) **Myth:** Only young, pretty women are assaulted.

**Fact:** The belief that only young, pretty women are sexually assaulted stems from the myth that Sexual Violence is based on sex and physical attraction. Sexual Violence is a crime of power and control. Offenders often choose people whom they perceive as most vulnerable to attack or over whom they believe they can assert power. Men and boys are also sexually assaulted, as well as persons with disabilities. Assumptions about the “typical” victim might lead others not to report the assault because they do not fit the stereotypical victim.

9) **Myth:** It’s only rape if the victim puts up a fight and resists.

**Fact:** Many states do not require the victim to resist in order to charge the offender with rape or sexual assault. Those who do not resist may feel if they do so, they will anger their attacker, resulting in more severe injury. Many assault experts say that victims should trust their instincts and intuition and do what they believe will most likely keep them alive. Not fighting or resisting an attack does not equal consent.

10) **Myth:** Someone can only be sexually assaulted if a weapon was involved.

**Fact:** In many cases of sexual assault, a weapon is not involved. The offender often uses physical strength, physical violence, intimidation, threats or a combination of these tactics to overpower the victim. Although the presence of a weapon while committing the assault may result in a higher penalty
or criminal charge, the absence of a weapon does not mean that the offender cannot be held criminally responsible for a sexual assault.

“What can I do in order to help reduce my risk of being a victim of Sexual Violence?”

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

• If you have limits, make them known as early as possible.
• Tell a sexual aggressor “NO” clearly and firmly.
• Try to remove yourself from the physical presence of a sexual aggressor.
• Find someone nearby and ask for help. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
• Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
• In an emergency, call 9-1-1

“What can I do in order to help reduce my risk of being an initiator of Sexual Violence?”

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk of being accused of sexual misconduct:

• Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
• Understand and respect personal boundaries.
• DON’T MAKE ASSUMPTIONS about consent, about someone’s sexual availability, about whether they are attracted to you, about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
• Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
• Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves. Incapacitation means a person is unable to give valid consent.
• Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.
• Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
• Silence and passivity cannot be interpreted as an indication of consent. Read your potential
partner carefully, paying attention to verbal and non-verbal communication and body language.

ZERO TOLERANCE VIOLENCE STATEMENT OF POLICY

The University has zero tolerance for threats or acts of violence against members of the campus community.

The University prohibits and will take decisive action to eliminate:

- verbal or written harassment
- acts which can be interpreted as physical assault
- threats to harm someone or endanger the safety of others
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression
- threats to destroy, or the actual destruction of, property
- possession of a weapon (Penal Code 626.9 prohibits bringing a firearm, knife or dangerous weapon onto the campus of a public school including the California State University).

Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from the University, or civil or criminal prosecution, as appropriate.

Implementation

Report any threats of violence immediately to University Police at x3070, and:

- Students: Student Conduct and Integrity (formerly Judicial Affairs) (909) 869-3462
- Employees (Staff/Student): Your Supervisor
- Faculty: Appropriate Dean's Office

Program Administrator: Sharon Reiter, Human Resource Services
Training: Debbi McFall, University Police Department, (909)869-6981, e-mail: dsmcfall@cpp.edu
References:
  Cal Poly Pomona’s Community Assessment and Response for Employees & Students (PolyCARES)
  Annual Campus Affirmation - Zero Tolerance Violence Policy

EMERGENCY MANAGEMENT AND SERVICES

The university has a well-defined campus Emergency Management Plan with several hundred trained faculty and staff members. There are 25 Mini Emergency Operations Centers (E.O.C.) located throughout the campus with trained Building Marshals to assist in an emergency. Several teams and individuals have been recognized with the Governor's Safety Award for their contributions to the campus Emergency Plan. In the event of an emergency, Building Marshals may be identified by their neon orange or green vests. Training and emergency exercises are conducted on an ongoing basis. In 2012, some of the primary preparedness exercises included an active shooter exercise, numerous evacuation and accountability drills, quarterly Safety Alert Notification tests, a smoke exercise with Residence Life staff, and multiple radio drills. The university is an active participant in the Great California Shakeout with campus wide activities.
The campus has an Emergency Plan, which is reviewed annually. In an emergency, campus emergency services information may be accessed on-line. For more information, visit the University Police Emergency Services web page or contact the Emergency Services Coordinator, Debbi McFall at (909) 869-6981.

**Emergency Preparedness**

Every member of the Cal Poly Pomona campus are urged to be prepared for emergencies by learning basic emergency procedures and maintaining emergency supplies in their room, office or vehicle. In the event of a major emergency, each individual should react calmly. The success of the campus emergency plan will depend on a thoughtful and cooperative response by the entire campus community working together.

The campus conducts regularly scheduled drills, exercises and appropriate follow-up activities designed to improve emergency response on an ongoing basis. After action briefings and corrective actions plans are developed and conducted for each exercise or activation. Documentation of past exercises which include exercise descriptions, date, time, whether announced/unannounced are available for review upon request. Contact the Emergency Services Coordinator at (909) 869-6981 for more information or to make a request.

A video training program of campus evacuation procedures, an overview of the campus Emergency Operations Plan and other campus specific emergency information can be viewed on line at: [http://www.cpp.edu/~police/emergservices.asp](http://www.cpp.edu/~police/emergservices.asp)

**Evacuation Procedures**

A building occupant is required by law to evacuate the building when a fire alarm sounds. If there is a fire burning in your work area or apartment:

- Use a fire extinguisher to put out the fire if you have been trained and are able to do so safely.
- If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm on the way out. Call University Police at 9-1-1 from any campus phone or (909) 869-3070 from a cell phone.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors and door handles before opening. Do not open them if they are hot.
- Use stairs only. DO NOT USE ELEVATORS.
- Move well away from the building and go to one of the pre-designated safe evacuation areas and check in with emergency personnel.
- Do not re-enter the building until directed to do so by emergency personnel.
- The University reports fires to the California State Fire Marshal's office within 24 hours of occurrence.

**Evacuation Procedures**

Evacuation should not be immediate in all emergency situations but building evacuation will occur when a building alarm sounds and/or you receive notification by building officials or designated emergency personnel. If no emergency personnel are present, an individual may leave the building if, in his/her opinion, critical circumstances dictate that their safety may be jeopardized by remaining in the building.

Evacuation signs are mounted in campus buildings and in residential facilities on the inside door of each residence. Review signs in advance to identify safe evacuation areas and routes, pull station locations, fire extinguisher locations, etc.
If no emergency personnel are present, an individual may leave the building if, in his/her opinion, critical circumstances dictate that their safety is jeopardized by remaining in the building. In the event the building you are in is evacuated:

- Take all valuables, keys and emergency supplies with you.
- Walk quickly to the nearest marked exit and ask others to do the same. Do not use elevators.
- Use stairs and stay to the right to leave a clear path for emergency personnel.
- Assist people with special needs in your building.
- Go to a site clear of the hazard to check in with emergency personnel. Do not congregate between buildings.
- If emergency assistance is required, locate emergency personnel at any evacuation gather location.
- During emergencies, Principal Building Marshals will be identified by wearing neon green vests while Building Marshals and Floor Captains will normally be wearing orange vests.
- Do not leave campus unless advised to do so by officials or emergency personnel.
- Do not return to an evacuated building unless directed to do so by emergency personnel.
- See evacuation chart that follows for direction to a safe assembly area near your workplace.

Evacuation Procedures – Person with Special Needs

Visually Impaired Persons
In general, most visually impaired persons will be familiar with their immediate area. In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.

Hearing Impaired Persons
Not all fire systems have flashing lights; most are sound alarms. Therefore, persons with impaired hearing may not recognize emergency alarms and an alternative warning technique is required. Two methods of warning that can be used are:

- Write a note telling the person what the emergency is and the nearest evacuation route and safe staging area.
- Turn the light switch on and off to gain attention, then indicate through gestures or in writing what is happening and what to do.

Persons using crutches, cane or walkers
- If the person is having difficulty exiting quickly, and treat him/her as if injured for evacuation purposes. Carrying options include using a two person, lock arm position or having the person sit in a sturdy chair preferably with arms.

Non-Ambulatory Persons
Most non-ambulatory persons will be able to exit safely without assistance if on the ground floor. Some people have minimal ability to move and lifting them may be dangerous to their well-being. Frequently non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately. The needs and
preferences of non-ambulatory persons will vary. Always consult the person as to his/her preference with regard to:

- Ways of being removed from the wheelchair
- The number of people necessary for assistance
- Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair
- Being carried forward or backward on a flight of stairs
- After care if removed from the wheelchair

Additional Considerations

- Wheelchairs have many movable or weak parts which were not constructed to withstand the stress of lifting.
- Some people in wheelchairs may have electrical artificial respirators attached, they should be given priority assistance if there is smoke/fumes present as their ability to breathe is seriously in danger.
- Some people have no upper trunk or neck strength.
- If the wheelchair is left behind, remove it from the stairwell and place it so it does not cause obstruction to others.
- Make sure the footrests are locked and the motor is off.
- If a seatbelt is available, secure the person in the chair.
- If carrying a person more than three flights, a “relay team” arrangement may be needed.

If You are Disabled

- Introduce yourself to the emergency personnel in your building. Work with them to develop an emergency plan for evacuation.
- In an emergency, look for a building official or designated emergency personnel. Ask them to escort you to the nearest exit or to designate someone to assist you.
- If you are alone in a building, trip the fire alarm if possible.
- Safe areas are exit corridors and tower stairwells. As a last resort, go to these areas if trapped above the first floor level and continue to signal for help until rescued.
- If you cannot speak loudly, carry a whistle or have some other means for attracting attention with you at all times.
- It is your responsibility to prepare for emergencies by learning the location of exits, stairwells, fire alarms, and fire extinguishers in the buildings you occupy.
- Know how to help others help you. Give clear instructions as to your needs or preferences.

EMERGENCY INFORMATION AND NOTIFICATION

The responsibility for implementing a campus emergency management program as required in California State University Executive Order 1056 – California State University Emergency Management Program (http://www.calstate.edu/eo/EO-1056.html) has been delegated to the University Police department.

The department is responsible for the development, implementation and maintenance of a campus emergency management program, including programs, initiatives, and activities in emergency planning, training, response, and recovery.
Every member of the Cal Poly Pomona campus are urged to be prepared for emergencies by learning basic emergency procedures and maintaining emergency supplies in their room, office or vehicle. In the event of a major emergency, each individual should react calmly. The success of the campus emergency plan will depend on a thoughtful and cooperative response by the entire campus community working together.

Each year the campus conducts regularly scheduled drills, exercises and appropriate follow-up activities designed to improve emergency response on an ongoing basis. These tests and exercises, which may be announced or unannounced, are conducted in support of efforts to assess and evaluate the emergency response plans and capabilities of the university. After action briefings and corrective actions plans are developed and conducted for each exercise or activation. Documentation of past exercises which include exercise descriptions, date, time, whether announced/unannounced are available for review upon request. Contact the Emergency Services Coordinator at (909) 869-6981 for more information or to make a request for this documentation.

The University Police department works in cooperation with local police including the City of Pomona Police Department and Los Angeles County Sheriff’s Department to ensure communication with the university regarding situations reported to them that may warrant a campus emergency response or activation.

A video training program of campus evacuation procedures, an overview of the campus Emergency Operations Plan and other campus specific emergency information can be viewed online at http://www.cpp.edu/~police/emergency-services/index.shtml

EMERGENCY INFORMATION AND NOTIFICATION SYSTEMS

The Cal Poly Pomona emergency communication system consists of many layers of communications methods which are used to provide information to the campus community during an emergency. These systems, working together, are intended to provide critical communication capabilities during an emergency to the greatest number of individuals on campus. These systems include:

- Bronco Connect – a mass messaging system which is capable of communicating with members of the campus community using text messages, cell and landline phone calls and e-mails
- Mass e-mails to faculty, staff and students
- Mass voicemail to faculty, staff and students
- An emergency information web page http://polycentric.cpp.edu/
- Campus marquees
- Building Marshals and Floor Captains

In the event of a major emergency or large scale disaster, the Public Information Officer will serve as the primary source of emergency information regarding the university.

As soon as possible, pre-recorded emergency information will be placed on the university information line at (909) 869-7659 [POLY] and (866) 869-7659 [POLY]. Information will also be provided to local media outlets such as local television and radio stations, and newspapers. Social media such as the university’s Facebook, Twitter and other sites will also carry information updates.
Faculty and staff should follow their established departmental procedures for responding to the campus to assist with the emergency or for leaving the campus if they are directed to do so.

Building Marshals and Floor Captains
Emergency teams are located in every building. These teams receive ongoing training to provide them with the skills necessary to manage an emergency situation. Take time to meet the team leaders in your building before an event occurs to review emergency plans for the building. During an emergency, look for emergency team members in neon green or bright orange vests. Building Marshals are designated by neon lime green and Floor Captains wear bright orange vests.

OTHER UNIVERSITY RESOURCES, PROGRAMS AND SERVICES

Student Health and Counseling Services
Student Health and Counseling Services (SHCS) is a fully staffed ambulatory care facility providing pre-paid basic services to students with illnesses, injuries or other health related issues. SHS operates much like a family medical clinic with emphasis on preventive medical, mental health, and health education programs to help students stay healthy and fully productive in school. SHCS is located in Building 46 on University Drive adjacent to Parking Lot J.

All Cal Poly Pomona students pay a mandatory quarterly health fee at the time of registration, prepaying for unlimited visits with licensed medical doctors, psychiatrist, health educators and nurse practitioners on an outpatient basis. Students may call and make an appointment or may be seen on the same day for more urgent care. X-rays, in-house lab work, and weekly anonymous HIV testing, minor surgery, and birth control consultations are available at no additional charge. SHS is accredited by the Accreditation Association of Ambulatory Health Care, Inc. and meets the national standards for providing the highest quality of medical care available. For information and appointments, contact (909) 869-4000.

Counseling Services
Student Health and Counseling Services offers confidential counseling to Cal Poly Pomona students at no additional charge. Personal changes and pressures that often occur with the college experience can lead to stress, depression, anxiety, relationship problems or other feelings. The office is staffed by professional counselors who can provide objective, non-judgmental support and guidance to students as they transition through these challenges. A psychiatrist is also available on staff.

For first time counseling appointments, call or come to the office between 8 am and 5 pm Monday through Friday to schedule a 30-minute initial screening appointment. The counseling office is located in Building 66 (Bronco Bookstore) Room 116, or call (909) 869-3220.

Telephone Crisis Counseling is available weekday nights after 5 pm until 8 am, weekends from 5 pm Friday to 8 am Monday, and during all University holidays and campus closures. Just dial (909) 869-3220 and press 2 if you are in distress and need to speak with a counselor.

Student Health and Counseling Services counselors are also available to provide workshops or training for student organizations or clubs, faculty and departments.
The Wellness Center
The educational branch of Student Health and Counseling Services, the Wellness Center is committed to creating a supportive environment for life-enhancing behaviors which contribute to individual health, community well-being, and academic achievement. The Wellness Center provides education, counseling and referrals on alcohol and other drugs, stress management, nutrition and fitness and other health related issues. The Wellness Center also provides classes, workshops and host programs and events. Students who are interested in peer education opportunities can contact the office at (909) 869-5272. The office is located in Bldg. 46 West Entrance.

Survivor Advocacy Services (SAS) under Student Health & Counseling Services
Provides emergency, ongoing support services and assistance in order to ensure the well-being and safety of students, staff and faculty who are victims/survivors/complainants of sexual abuse, dating/domestic abuse and stalking. Professional and peer survivor advocates offer a supportive, confidential, and nonjudgmental atmosphere where survivors are encouraged to make their own decisions to address their situation.
Survivor Advocacy Services also include:

- Emotional and crisis support
- Information and options for those who experience sexual assault, dating/domestic abuse and stalking
- Assistance and guidance with filing police or Title IX reports when requested by the survivor
- Information and assistance with obtaining medical care
- Academic advocacy and support
- Safety planning, including help with filing restraining orders
- Consultation for students, staff and faculty in regards to supporting survivors
- On- and off-campus referrals

SAS is located in the front entrance of Student Health Services, Building 46. For more information or to schedule an appointment, contact Mayra Romo at (909) 869-3102 or mromo@cpp.edu.

The Women’s Resource Center (WRC), located in Building 95, will focus on women’s education, services, and programming. Anita Roberts, coordinator, may be reached at aaroberts@cpp.edu or at (909) 869-3790.

PolyCARES: Violence Prevention and Support for Those At Risk
The purpose of Cal Poly Pomona’s Community Assessment and Response for Employees & Students (PolyCARES) is to proactively identify, assess and offer a coordinated institutional response to community members (and non-members) who pose a risk to themselves, others and/or the campus community. Information regarding
immediate help, when to seek advice or consultation, resources, and referrals are available on line at http://www.cpp.edu/~polycares/

Office of the University Ombuds
The University Ombuds offers confidential, neutral, independent, and informal assistance in resolving issues, problems, or concerns. The office serves all members of the Cal Poly Pomona campus including students, and employees. Communication with the Ombuds Office is confidential and does not constitute notice to the University. You may visit the office for concerns regarding, but not limited to, interpersonal conflicts, disagreement over grades, working conditions, Housing issues, clarification of policies or procedures, and co-worker difficulties. For more information, visit the Ombuds Office on line at http://www.cpp.edu/~ombuds/

Pride Center/Safe Zone Ally Program
The Pride Center provides education, advocacy, support and a safe space for lesbian, gay, bisexual, transgender, intersex, queer, questioning (LGBTIQQ) and ally campus community members. The Pride Center also serves the campus community by promoting empowerment, education and awareness, and social justice related to topics of sexual orientation and gender identity. The Safe Zone Ally Program promotes the development of a community of allies to ensure a positive and supportive climate for LGBTIQQ students. Faculty, staff and administrators are encouraged to attend the training and identify themselves as "safe zones”, communicating a message of understanding, support, non-judgment and awareness. An allies' identification as a "Safe Zone" is symbolic of the willingness and commitment to foster an atmosphere of acceptance and assistance. For more information or the training schedule, contact the Pride Center at 909-869-3064 or visit http://www.cpp.edu/pride/safe_zone.asp

Ability Ally Program
The Cal Poly Pomona Ability Ally Program aims to dispel myths and stereotypes about people with disabilities, which often cause persons with disabilities to be ignored, feared, pitied, made fun of, singled out, and/or discriminated against. The Ability Ally Program strives to shape student, faculty, staff, and administrators’ perspectives by: (a) focusing on ability versus disability; (b) identifying personal stereotypes, myths, and beliefs that shape personal perceptions; (c) offering an authentic view into the lives of students with disabilities through a student panel; (d) demonstrating similarities rather than differences; (e) providing students, staff, and faculty with an opportunity to discuss disability in a non-judgmental and safe environment; (f) providing an open forum for questions and concerns for those working and interacting with individuals with disabilities; and (g) demonstrating appropriate language and terminology for discussing disabilities and resources. Program highlights include: providing opportunities to students to become training facilitators; production of a video series featuring students; and the inclusion of Ability Ally Training in campus onboarding programs for new Orientation Leaders, Resident Life staff.

University-Wide Alcohol and Other Drugs Advisory Council (AODAC)
The Alcohol and Other Drugs Advisory Council (AODAC) was established to proactively address issues related to the use/abuse of alcohol and other drugs and has broad faculty, staff, and student representation. Council sub-committees include: Policy/Enforcement, Education/Training, Assessment, and Resources. AODAC activities to date include: revision of the university alcohol and other drugs policy (see Interim Alcohol and Other Drugs Policy), the annual BE SMART Alcohol Awareness Fair, education and prevention programs, intervention and referral for treatment, and assessments of attitudes and behavior toward alcohol and other drugs. Council members also attend and present regularly at the CSU System Wide Alcohol and Other Drugs Conference. To
learn more about the work of the AODAC or to get involved, contact Ty Ramsower at (909) 869-2753 or taramsower@cpp.edu

CONSUMER DISCLOSURES AND GRADUATION RATES

Cal Poly Pomona is committed to providing full disclosure of all consumer information as required by state and federal laws and regulations. The laws are intended to satisfy the rights of individuals' right to know information that may impact their academic environment, health and safety. Required policies are included in this report. Institutional data and assessment may be accessed on-line from the Institutional Research and Academic Resources home page and Graduation and Retention rates are also available online. For further information, contact Institutional Research and Academic Resources at (909) 869-3405.
This purpose of this report is to enhance knowledge and awareness related to fire incidents, fire safety systems, emergency response and campus notifications. Below is a description of the fire safety systems installed and fire incidents. Foundation Housing Services, Inc. /University Village is included, as it is functionally part of the university’s public safety responsibility.

### Description of Fire Safety Systems by On-Campus Student Housing Facility

<table>
<thead>
<tr>
<th>On-Campus Student Housing Facilities</th>
<th>Fire Alarm Monitoring Done On Site</th>
<th>Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plan / Placards</th>
<th>Number of Evac (Fire) Drills – Calendar Yr.</th>
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<tbody>
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<td>Building 57 Palmitas</td>
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## Fire Statistics by On-Campus Student Housing Facility 2012-2014

### Fire Statistics by On-Campus Student Housing Facility 2012

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## Fire Statistics by On-Campus Student Housing Facility 2013

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## Fire Statistics by On-Campus Student Housing Facility 2014

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Fire Safety Policies – Residential Facilities
University Housing Services (UHS)

Fire Safety/Evacuation – Any violations may result in eviction from UHS property on the first offense.

1. All persons are required to evacuate the building any time an alarm sounds and follow evacuation instructions given by the UHS staff. During an evacuation, UHS staff may enter individual units to verify evacuation. No person is allowed to re-enter the building during an evacuation until approved by UHS staff or emergency personnel.

2. Intentional misuse of, tampering with or obstruction of the fire safety system or firefighting equipment (e.g., fire alarm, fire extinguisher, emergency "EXIT" signs, smoke detectors, fire sprinkler heads, etc.) is a misdemeanor violation in accordance with City of Pomona Ordinance #3286.

3. Possession, storage or use of ammunition, explosives (firecrackers fireworks, smoke bombs, etc.), flammables (gasoline, propane, butane, kerosene, etc.), candles or any item with an open flame in the housing facilities (including on balconies and patios) is strictly prohibited.

4. Burning any material, including incense, is prohibited except when specific prior approval is obtained from the building Coordinator for the purpose of religious observances only.

5. Decorations that are flammable or fire hazards (including candles or incense –are prohibited - see Fire Safety, II. Community Standards, #D.

6. Licensee shall not bring or maintain any hazardous electrical decoration including, but not limited to, halogen torch lighting.

7. Extension cords and multiple plugs/outlet adapters are prohibited.

8. Only power strips with a minimum 1449 UL listed surge suppressor with sufficient joule capacity should be used for protection of computers and other electrical equipment.

9. It is prohibited to cover more than 25% of a door or wall in both private and public spaces.

10. It is prohibited to hang objects from the ceiling in both private and public spaces.

11. "Live cut" trees (such as Christmas trees) or other combustible decorations are prohibited in the residential facilities.

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

13. All electrical decorations must remain within unit and not be mounted on doors, windows or their frames.

University Village - Fire Safety Policies and Responsibilities

Barbeques

A. Licensee may possess, and use personal charcoal barbecues a minimum of twenty-five (25) feet from any FHS building. Gas and propane barbecues are prohibited.

B. Licensee must remain with hot barbeque at all times, dispose of all extinguished coals/ash in a trash receptacle, and clean the area after every use.

C. Barbeques are to be stored in a safe location that doesn’t block any emergency exit or egress.

D. Lighter Fluid and charcoals must be stored in the storage closets. They are not permitted in apartments.

Fire Equipment and Fire Safety
A. Highly flammable materials, liquids, or instruments, which pose an unreasonable risk of damage or injury are prohibited. These items include, but are not limited to: candles, incense, fireworks, gasoline, helium tanks, tiki torches, explosives, toxic chemicals, propane or other gas cylinders, biological agents, etc.

B. Misuse, or leaving a lit stove or oven unattended is prohibited.

C. Power strips, extension cords, and string lights are permissible as long as they meet minimum fire safety regulations for indoor use. Plugging multiple extension cords and power strips into one another is prohibited.

D. Tampering, covering, or hanging items from fire safety equipment (warning labels and stickers, pull stations, smoke detectors, fire extinguisher, and sprinklers) or sending false alarms is prohibited.

E. Licensee will be charged for the replacement of any fire safety device lost, discharged, or damaged by Licensee or guest.

F. Blocking or obstructing fire and emergency exits and egress is prohibited.

G. No more than eight (8) people, including Licensees, are allowed in a unit (including porches/patios) at any given time.

H. Small artificial trees, small plants, and flowers are the only permissible types of vegetation.

Smoking
A. Consistent with State Law and University Policy, smoking of tobacco products in or within twenty-five (25) feet of any FHS building is prohibited.

B. Smoking and proper disposal of cigarette butts should occur in designated smoking areas only. The use of cigarette butt receptacles is required.

Fire Safety Education and Training Programs
Environmental Health & Safety (EH&S) provides several methods to comply with fire safety education and training requirements. In addition to the traditional classroom training and the training video loan program, in cooperation with the CSU Council of EH&S Directors, EH&S has implemented a Web-based safety training program. The Clarity Web-based Training Program allows all campus employees to access safety training programs from their computers at work. The training is self-paced, allowing the freedom to complete it on a flexible schedule. The time to complete a training session is typically 20 to 60 minutes. Training information is available online.

In addition, University Police/Emergency Services conducts a series of drills, exercises, orientations, workshops and tabletops as appropriate year round with follow up activities.

Names and Titles for Fire Notification
All fire notification should be made to University Police immediately – Dial 9-1-1 from any campus phone or (909) 869-3070. A trained Police Dispatcher will respond to your call and dispatch police/fire/emergency personnel as the situation warrants. The Dispatcher will report all fires to the Emergency Services Coordinator, who will make required notification to the State Fire Marshal.

Fire notification will be made to the following individuals:
- Debbi McFall, Emergency Services Coordinator, Cal Poly Pomona
- Deputy State Fire Marshal Representative Assigned to the Campus
- State of California Department of Forestry and Fire Protection – Cal Fire 24 Hour Emergency Reporting
Plans for Future Improvement

All new construction at the university involves ongoing consultation with the Fire Marshal and university fire officials to ensure that all code requirements are met. Fire safety and evacuation are priority considerations in the design and construction of new and remodeled/renovated facilities. The campus Master Plan includes the future construction of several new student residence facilities to replace older residence halls, which were built in the 1960’s. The most current fire safety equipment will be installed in these and all new university facilities. The fire alarm system is to be upgraded at the Lyle Center for Regenerative residences as it is considerably out of date and failing.

The evacuation plans posted in each student residence room has been updated to reflect changes in campus geography and to ensure safe evacuation. The postings will be reviewed on going to ensure the safest possible evacuation routes and pre-established meeting locations.

An upgrade and relocation of the campus Emergency Operations Center (EOC) to the University Police Department is near completion and will soon be operational. The EOC will improve fire safety, preparedness and response capabilities for the range of potential emergencies and will have space to accommodate EOC team sections and to host positions from other agencies should mutual aid or coordination be necessary. An access control system will facilitate EOC activation, and provide access to the team without disrupting police operations.

GET INVOLVED IN CAMPUS SAFETY

Cal Poly Pomona places safety and security as a high priority. Administrators, faculty, staff and students have developed effective partnerships across divisions and departments to proactively address the many needs of our university community. The participation of employees and students is a critical component to maintaining a safe campus. By taking responsibility for our own safety and watching out for one another, we all play a tremendous role in creating a safe environment where we can all thrive. There are also many ways you can get further involved, such as working as a Student Community Service Officer (CSO), volunteering as a Building Marshal or Community Emergency Response Team (CERT) member, participating in student clubs with the VPWRC, or as a Peer Educator in the VPWRC or Wellness Center.

Should you have any feedback, concerns or suggestions that might enhance your safety or the safety of your community, or if you want to find out more about how can get involved in this important work, please contact University Police at police@cpp.edu or (909) 869-4139.

QUICK REFERENCE – WHAT TO DO IN AN EMERGENCY

Serious Illness/Injury

- Call University Police at 9-1-1. Provide as much detail as possible regarding the illness/injury.
- Do NOT move seriously injured or ill persons unless they are in a dangerous location.
- Administer first-aid or CPR when required and only if you are properly trained.
• Stay with the victim until help arrives. Keep the victim as calm and comfortable as possible

Fire/Explosion

• Telephone University Police at 9-1-1. Give your name, location and type of fire or explosion.
• Sound any available fire alarms.
• Calmly evacuate the building using the stairwell (not elevator) and take personal belongings with you. Check in with your Building Marshal at the designated evacuation area.
• If you are disabled (in a wheelchair), go to the nearest stairwell and ask someone to notify emergency personnel of your location for evacuation.

Earthquake

• Remain calm. Move away from windows and get under a desk or table until the shaking stops. Stay away from objects that can fall on you.
• If you are outside, stay in the open and move away from buildings and power lines. If you are in a vehicle, stop as far from flow of traffic as possible but not under bridge, tree, sign, street light.
• Building evacuation is NOT immediate. If necessary, evacuation will be conducted by emergency personnel at the direction of Police and Parking Services. If directed to evacuate, use nearest exit and move to designated evacuation area. Do not use elevators.

Crimes in Progress

• Call University Police at 9-1-1. Be ready to give your name, location, description of the problem.
• Do NOT attempt to apprehend or confront the suspects.
• Be a good witness. Note suspect's appearance, incident details, weapons seen and vehicles involved. Remain calm.

Hazardous Chemical

• Telephone University Police at 9-1-1. Give your name, location and description of the situation. If possible, identify the chemical involved and advise of any injuries or if a fire has started.
• If you are outside a building, evacuate by moving upwind of the spill or radiation incident.
• If you are inside and incident occurred outside, evacuate only when instructed by emergency personnel.
• Close all windows and, if possible, turn off all ventilation equipment and fans.
• Do NOT attempt to clean up a spill unless you are trained in such procedures.

Bomb Threat

• Immediately Dial 9-1-1. If directed to evacuate, report anything unusual when have safely left the building.
• Remain calm. Write down exact words of caller. Note time of call, voice (male or female, age, accent or background sounds), location of bomb and time it will explode.
• Ask the caller, if possible, what type bomb, what it looks like, the reason for placing it and who is claiming responsibility.

Earthquake Preparedness

Earthquakes are inevitable in California. Scientists have determined that there is at least a 50% probability of a damaging earthquake on one of a number of Southern California faults in the next twenty years. Being prepared can prevent loss of life and property.
You can survive an earthquake and minimize its damage simply by becoming aware of potential hazards and taking some basic earthquake preparedness measures.

**Before the Quake Happens**

**At Home**

- Develop a family earthquake plan. Prepare yourself, your family and your home. Decide how and where your family will reunite if separated.
- Choose an out-of-state friend or relative that family members can call after the quake to report or exchange information. Long distance telephone lines often continue to work while local lines become inoperative.
- Know the safe spots in each room: under sturdy tables, desks or against inside walls.
- Know the danger spots: windows, mirrors, hanging objects, fireplaces, and tall furniture.
- Learn first-aid and CPR.
- Keep a list of emergency telephone numbers.
- Learn how to shut off utilities in case lines are damaged. Safety note: Do not attempt to relight gas pilot-call the Gas Company.
- Secure water heater and appliances that could move enough to rupture utility lines.
- Make sure your house is bolted to the foundation.
- Keep breakables and heavy objects on bottom shelves.
- Secure heavy, tall furniture, such as bookcases, china cabinets, or wall units.
- Secure hanging plants, heavy picture frames and mirrors; install latches on cabinet doors.
- Maintain emergency food, water and other supplies, including flashlight, a portable battery operated radio, extra batteries, medicines, first-aid kit, and clothing and store them in an accessible area. Keep similar supplies in your vehicle.

**At Work**

In the workplace, you can apply many of the safety tips used at home. In addition:

- Know the safe spots in your work area: under sturdy tables, desks or against inside walls.
- Know the danger spots: windows, mirrors, hanging objects, tall unsecured furniture and practice using them during the Great California Shakeout exercise in October of each year.
- Know and work with the emergency team in your work area so you will know the emergency plan, identify building exits, and practice alternate routes out of the building to the nearest safe evacuation area if evacuation is warranted.
- If you are on campus after hours, contact University Police by landline at x3070 or 9-1-1 if you need emergency help. Dial (909) 869-3070 from cellular phones.
- Learn where fire extinguishers are located and how to operate them. Training is available from Environmental Health and Safety or your building emergency team.
- Secure/anchor equipment and furniture, including bookshelves, cabinets, computers, etc.
- Hold “brown bag” discussions during the lunch hour on disaster preparedness topics. The Emergency Services Coordinator at x6981 can provide you with program assistance.

**During the Quake**
• If indoors, stay there. **DROP down to the floor, COVER yourself under a sturdy desk, or table and HOLD ON and be prepared to move with it.** If that is not possible, seek cover against an interior wall. Protect your head and neck with your arms.

• If outdoors, get into an open area away from trees, buildings, walls and power lines.

• If in a high-rise building, stay away from windows and outside walls. **Drop, Cover and Hold On.** Do not use elevators.

• If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside the vehicle until the shaking stops.

• If in a crowded place, DO NOT rush for the doors. Move away from shelves containing items that can fall and from windows or mirrors with glass that can shatter or break.

### After the Quake

• Stay calm and lend a hand to others.

• If your building is evacuated, follow the instructions of emergency personnel.

• Check for injuries and apply first aid. Do not move any seriously injured individuals unless they are in immediate danger.

• Do not use the telephone immediately unless you need to report a serious injury, fire or other emergency.

• Replace telephone receivers that have fallen off the hook.

• Check for hazards.

• Do not use your vehicle unless there is an emergency-keep streets clear for emergency vehicles.

• Be prepared for aftershocks.

• Assist persons who have special needs who are located in your building.

### Explosions

In the event of an explosion in or near your building:

• Immediately take cover under tables, desks or other such objects which will provide protection from flying glass and debris.

• After the effects of the explosion have subsided, contact University Police by landline at x3070 or dial 9-1-1 for emergency assistance. Dial (909) 869-3070 from cellular phones to reach University Police directly (9-1-1 calls from cell phones are routed to CHP)

• Seek and assist injured persons and individuals with special needs.

• If evacuation is ordered, use stairwells and DO NOT use elevators

• Once outside, move at least 150 feet away from explosion site and upwind if possible

• Keep roads and walkways clear for emergency vehicles

• Do not re-enter the building until instructed to do so by emergency personnel

### APPENDIX A: CALIFORNIA PENAL CODES RELATED TO SEXUAL VIOLENCE

#### Assault

240. An assault is an unlawful attempt, coupled with a presentability, to commit a violent injury on the person of another.
242. A battery is any willful and unlawful use of force or violence upon the person of another.

**Rape**

261. (a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

1. Where a person 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.

2. Where 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. Where 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. Where 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. Where 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 any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

6. 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. 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) As used in this section, "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.

(c) As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.

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 at least 18 years of age.

(b) Any 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) Any 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 the age of 21 years 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 any 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 no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.

261.6. In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, "consent" shall be defined to mean 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, 262, 286, 288a, or 289.

Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.

261.7. In prosecutions under Section 261, 262, 286, 288a, or 289, 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.

261.9. (a) Any person convicted of seeking to procure or procuring the sexual services of a prostitute in violation of subdivision (b) of Section 647, if the prostitute is under 18 years of age, shall be ordered by the court, in addition to any other penalty or fine imposed, to pay an additional fine in an amount not to exceed twenty-five thousand dollars ($25,000).

(b) Every fine imposed and collected pursuant to this section shall, upon appropriation by the Legislature, be available to fund programs and services for commercially sexually exploited minors in the counties where the underlying offenses are committed.

262. (a) Rape of a person who is the spouse of the perpetrator is an act of sexual intercourse accomplished under any of the following circumstances:

(1) Where 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.
(2) Where 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.

(3) Where 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 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.

(4) 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. 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.

(5) 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) As used in this section, "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 apprising the existence of duress.

(c) As used in this section, "menace" means any threat, declaration, or act that shows an intention to inflict an injury upon another.

(d) If probation is granted upon conviction of a violation of this section, the conditions of probation may include, in lieu of a fine, one or both of the following requirements:

(1) That the defendant make payments to a battered women's shelter, up to a maximum of one thousand dollars ($1,000).

(2) That the defendant reimburse the victim for reasonable costs of counseling and other reasonable expenses that the court finds are the direct result of the defendant's offense.

For any order to pay a fine, make payments to a battered women's shelter, or pay restitution as a condition of probation under this subdivision, the court shall make a determination of the defendant's ability to pay. In no event shall any order to make payments to a battered women's shelter be made if it would impair the ability of
the defendant to pay direct restitution to the victim or court-ordered child support. Where the injury to a married person is caused in whole or in part by the criminal acts of his or her spouse in violation of this section, the community property may not be used to discharge the liability of the offending spouse for restitution to the injured spouse, required by Section 1203.04, as operative on or before August 2, 1995, or Section 1202.4, or to a shelter for costs with regard to the injured spouse and dependents, required by this section, until all separate property of the offending spouse is exhausted.

263. The essential guilt of rape consists in the outrage to the person and feelings of the victim of the rape. Any sexual penetration, however slight, is sufficient to complete the crime.

**Domestic Violence**

13700. As used in this title: (a) "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.

(b) "Domestic violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to,

(1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

(c) "Officer" means any officer or employee of a local police department or sheriff’s office, and any peace officer of the Department of the California Highway Patrol, the Department of Parks and Recreation, the University of California Police Department, or the California State University and College Police Departments, as defined in Section 830.2, a peace officer of the Department of General Services of the City of Los Angeles, as defined in subdivision (c) of Section 830.31, a housing authority patrol officer, as defined in subdivision (d) of Section 830.31, or a peace officer as defined in subdivisions (a) and (b) of Section 830.32.

(d) "Victim" means a person who is a victim of domestic violence.

**Stalking**

646.9. (a) 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.