CAL POLY POMONA

ANNUAL SECURITY REPORT

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICIES & CAMPUS CRIME STATISTICS ACT (20 U.S.C. § 1092(F))

Clery Crime Statistics 2017-2019
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MESSAGE FROM THE PRESIDENT

Cal Poly Pomona is an inclusive polytechnic university with a mission to cultivate student success and scholarly excellence through experiential learning, discovery and innovation. Our core values of academic achievement, diversity, inclusion and community engagement define all that we do. As we work to foster an environment that supports this mission, the safety and wellbeing of our campus community is our top priority.

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

While the University Police Department has the most visible role of ensuring the safety of the campus, this is a team effort. It is important that each of us look out for one another and be alert for potentially unsafe situations. It is critical that all members of our campus community are engaged and informed about safety-related services, emergency preparedness and crime prevention.

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

Soraya M. Coley, Ph.D.
President

[Signature]
CAL POLY POMONA AND COVID-19 (CORONAVIRUS)

Some university policies and procedures, programs, and services as disclosed in this report are modified due to the COVID-19 (coronavirus) pandemic and campus response.

Campus Status

The 2020-21 academic year is predominantly virtual/remote. Faculty and staff are working remotely unless they are designated by their supervisor as critical to maintain certain on-campus services. Public safety functions continue. Information for students, employees and visitors is available on-line at:

   Safer Return: https://www.cpp.edu/safety/safer-return/index.shtml

Our Commitment

The 2020-21 academic year is predominantly online. We are operating under virtual instruction, with very limited exceptions for courses with an in-person component.

Health and safety are high priority. To mitigate the risk and spread of COVID-19, only faculty, staff and students with approved in-person instruction or other activities should come to campus. Virtual training and a daily health screener are required.

Supporting Student Success. We want all students to have a positive experience and fully engage in virtual/remote education. The website https://www.cpp.edu/safety/safer-return/index.shtml links student resources for academic support, student life, health and wellness and more.

Phased Reopening Considerations

In all our planning efforts, we are guided by our commitment to protect health and well-being, and provide an educational experience that lives up to our standards and legacy as an inclusive polytechnic university. We will continue to follow the guidelines and recommendations from the CSU Chancellor’s Office, state and local public health agencies, and protocols for higher education institutions and office-based work sites outlined in Reopening Safer at Work and the Community for Control of COVID-19 Order.

Contact Information

   General questions: healthalert@cpp.edu
   Report COVID-19 case: healthscreener@cpp.edu
   Environmental Health & Safety Department: ehs@cpp.edu
   Questions about visitor protocol: guestscreener@cpp.edu
PREPARING THE ASR

The publication of the Annual Security Report (ASR) is part of a collaborative effort to promote safety and security at Cal Poly Pomona and to comply with the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act (hereafter the Clery Act or Clery). This report complies with state and federal crime awareness and campus security legislation, including the Clery Act, California Education Code section 67380, the Higher Education Opportunity Act (HEOA), and The Violence Against Women Reauthorization Act of 2013, including the Campus Sexual Violence Elimination Act (Campus SaVE). The report includes statistics for the previous three years concerning Clery reportable crimes, hate crimes and violations of state and local drug, liquor, and weapons laws occurring within Clery defined geography where arrests or referrals for discipline were made. Clery geography includes: 1) on campus, 2) campus residential, which is a sub-set of on-campus, 3) non-campus, which is defined as certain off-campus buildings or property owned or controlled by the university, and 4) public property within, or immediately adjacent to and accessible from the campus. The report includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual violence, and other matters. The report meets HEOA campus safety requirements in hate crime reporting and missing student notification. Institutions that maintain on-campus housing facilities must collect fire statistics, publish an Annual Fire Safety Report, and keep a “fire log”. Cal Poly Pomona's Annual Security Report and Annual Fire Safety Report are separate publications.

In collaboration with the University Police Department (UPD), campus partners, and other law enforcement agencies, the campus Clery Compliance Analyst (CCA) is responsible for preparing the ASR. The CCA and campus partners compile criminal offense and arrest statistics of Clery reportable crimes made to UPD, other Campus Security Authorities (CSAs), and local law enforcement, and crime/disciplinary referral data from UPD and other CSAs, including the Title IX, Survivor Advocacy Services, Student Health, University Housing Services, Foundation Housing Service/Village, Student Conduct and Integrity, and Athletics. CSA’s are defined as individuals with significant responsibility for students and/or campus activities. This ensures that statistics are captured for incidents in which the victim elected not to file a police report and/or no criminal charges or arrest were made. The CCA, UPD, and conduct personnel cross-reference crime reports, administrative cases, and disciplinary referrals to avoid duplicate reporting. Campus partners provide information and data relevant to their area of responsibility for inclusion in the report.

The CCA requests crime statistics from the City of Pomona Police Department, Los Angeles County Sheriff’s Department, and other law enforcement agencies for public property and non-campus locations. Crime statistics for properties leased by student organizations and off-campus incidents associated with a university-related activity are reported in the non-campus category. UPD encourages reporting by those agencies serving public property and non-campus locations wherein UPD does not patrol/provide primary law enforcement response. Crimes are recorded in the calendar year in which the crime was reported.

By October 1 of each year, all enrolled students and employees receive an email notification, which includes a summary of the ASR content, availability, direct web link to access, and how to request a report print copy. Prospective students and employees receive information regarding the report and availability from Admissions and Human Resources, respectively. Cal Poly Pomona annually submits statistical data to
the U.S. Department of Education, which publishes crime data for colleges and universities on their [Campus Safety and Security web site](https://www2.ed.gov/about/offices/list/ope/directives/announcements/429-01.html).

### Compiling Crime Statistics

The following definitions used for reporting Clery crimes are derived from the Federal Bureau of Investigation’s (FBI) Uniform Crime Reporting (UCR) Program and Department of Regulations:

- The definitions for **Fondling, Incest, and Statutory Rape** are excerpted from the FBI’s UCR National Incident-Based, Reporting System (NIBRS) User Manual.
- The definitions for **Larceny-Theft (except Motor Vehicle Theft), Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property** are from the FBI’s UCR Hate Crime Data Collection Guidelines and Training Manual.
- The definitions for **Dating Violence, Domestic Violence, And Stalking** are from the Department of Education’s [Clery Act](https://www2.ed.gov/about/offices/list/ope/programs/clery.html) implementing regulations at 34 C.F.R. §668.46.

The statistics provide an overall picture of crime at Cal Poly Pomona from January 1 to December 31 for 2017, 2018, and 2019. Clery Act crime statistics are classified and counted pursuant to the guidelines specified in the U.S. Department of Education, Office of Postsecondary Education, and [The Handbook of Campus Safety and Security Reporting, 2016 Edition](https://www2.ed.gov/about/offices/list/ope/directives/announcements/429-01.html), Washington, D.C., 2016 (“Clery Handbook”) and separated by the following geographical areas:

- On campus;
- On-campus residential housing facilities;
- On public property (within and immediately adjacent to the institution);
- In or on non-campus property (either owned or controlled by the institution in direct support of or related to its education purposes; or a building or property owned or controlled by an officially recognized student organization not reasonably contiguous to the main campus)

### Counting Hierarchy

When multiple offenses occur in a single incident, Cal Poly Pomona uses the FBI’s UCR Hierarchy Rule. Under this rule, when more than one Criminal Offense is committed during a single incident, only the most serious offense is counted. A single incident means the offenses were committed at the same time and place. Beginning with the most serious offense, the following list shows the hierarchy for Clery Act reporting:

- Murder and Non-Negligent Manslaughter
- Manslaughter by Negligence
• Sexual Assault
• Robbery
• Aggravated Assault
• Burglary
• Motor Vehicle Theft

There are exceptions to using the Hierarchy Rule when counting Arson, Sexual Assaults, Hate Crimes, and VAWA Offenses. Under the following exceptions:

• Always count Arson regardless of the nature of any other offenses committed during the same incident.
• When multiple offenses are committed during the same distinct operations as the Arson offense, report the most serious offense along with the Arson.
• Include incidents in which persons are killed as a direct result of the Arson as Murder and Non-Negligent Manslaughter and Arson or Manslaughter by Negligence Arson.
• Fondling is recognized as an element of Sexual Assault. Include a Sexual Assault as Fondling only if it is the only Sexual Assault. If Fondling occurs in the same incident as Murder, count both the Fondling and the Murder.
• Count both the Sexual Assault and the Murder if Rape, Fondling, Incest or Statutory Rape occurs in the same incident as Murder.

The Hierarchy Rule does not apply to Hate Crimes; all of the offenses committed in a multiple offense incident that are bias motivated are counted. For any Criminal Offense that is also a Hate Crime, statistics will indicate the offense and also the category of bias. See crime statistics chart for bias categories. The Hierarchy Rule does not apply to Violence Against Women Act (VAWA) Offenses, which include Dating Violence, Domestic Violence, and Stalking. Therefore, for any Criminal Offense, Hate Crime, or arrest for Weapons, Drug, or Liquor Law Violations that is also a VAWA Offense, statistics reflect the original offense and the VAWA Offense.

Unfounded Crimes

In accordance with 34 C.F.R. § 668.46, Cal Poly Pomona may only exclude a reported crime from an upcoming ASR or remove a reported crime from its previously reported statistics after a full investigation. Only sworn or commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and the crime report was therefore unfounded.

Crime reports can be properly determined to be false only if the evidence from the complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can only be determined to be baseless if the allegations reported did not meet the elements of the offense or determined to be improperly classified. The unfounded crime will be included in the total count of unfounded crimes for the year in which the crime was originally reported.
## CLERY CRIME STATISTICS 2017 - 2019

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<th>YEAR</th>
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*Note:* In June 2018, (1) Murder occurred at Lanterman property, and subsequently (1) officer involved shooting resulting in a fatality occurred at the university’s Lyle Center for Regenerative Studies. Per Clery Act geography and crime category definitions respectively, these incidents do not meet the reporting criteria and therefore, are not included in the Clery crime statistics table above. However, we provide this information to ensure the community is informed and in the interest of campus safety.

**HATE CRIMES**

[2017] – There were no reported hate crimes.
[2018] – There were no reported hate crimes.
[2019] – There were no reported hate crimes.

**Definitions**

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Hate crimes includes any offense in the following group: murder and non-negligent manslaughter, sexual assault including rape, fondling, incest and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

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

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

**REPORTING CRIMINAL ACTIONS & EMERGENCIES**

The University has policies and procedures regarding the reporting of criminal actions and emergencies. Although there is no single institutional policy, 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.

The University encourages accurate and prompt reporting of all crimes to University Police and the appropriate police agencies, when the victim of a crime elects not to, or is unable to make such a report.
Crimes should be reported to University Police for purposes of assessing the crime for potential timely warning notice distribution and for disclosure in the annual crime statistics. Crime reporting is critical as it may prevent future crimes, protect the community, and increase the likelihood of apprehension and adjudication of perpetrators.

**Report Crimes and Police, Fire, Medical, and other emergencies immediately to University Police.**

<table>
<thead>
<tr>
<th>University Police Department (UPD)</th>
<th>Bldg. 109, Cypress &amp; Oak Ln. East side of Parking Structure 1</th>
<th>Dial 9-1-1 from campus landline or Code Blue emergency phones; 24 hours From cell phone, call (909) 869-3070</th>
</tr>
</thead>
</table>

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 UPD business line (909) 869-3070 into their 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, sexual violence – sexual assault, dating violence, domestic violence and stalking - may also be reported to the University Title IX Coordinator.

**Option for Reporting Sexual Violence**

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Student Services Building (121-2701) – 2nd Fl., West side</th>
<th>(909) 869-2708 Mon-Fri, 8:00 a.m.-5:00 p.m. After hours contacts in recorded message</th>
</tr>
</thead>
</table>

**Response to Reported Crimes**

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 Coordinator will take the required action. University Police will dispatch an officer while Title IX will encourage the reporting party to go to University Police to file a police report. A Title IX report will be taken whether or not the survivor elects to file a police report.

A police report will be taken and investigators will investigate a report when warranted.

University Police may forward crime or incident information to the Office of Student Conduct and Integrity (SCI) should the incident potentially involve a violation of the Student Conduct Code. For incidents involving faculty and staff, Academic Personnel or University Human Resources, may be informed. Additional information obtained via the investigation may be forwarded to the appropriate office. University Police will contact the appropriate unit if assistance is required from another agency, such as local law enforcement, Los Angeles County Fire Department or the Deputy State Fire Marshal assigned to the University.
If an incident of sexual assault or abuse, dating violence, domestic violence or stalking is reported, police officers or the Title IX Coordinator will offer the complainant written 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 complainant 24 hours a day. Use of these services does not require a police report and the survivor advocate can maintain confidentiality if desired.

**Hate Motivated Crimes and Incidents**

Students or employees experiencing or receiving a report of hate violence or bias-motivated incidents are urged to report it to University Police immediately.

For additional support, referrals, and resources you may contact the following campus offices.

- **Office of Student Life and Cultural Centers**  (909) 869-2841
- **The Pride Center**  (909) 869-3064
- **Human Resource Services**  (909) 869-3729

**Off Campus Hate Crime Resources**

- California Attorney General’s Office - Victim’s Services Unit: (877) 433-9069, TYY (800) 735-2929
- Web: [https://www.oag.ca.gov/victimservices](https://www.oag.ca.gov/victimservices)
- Hate Crimes Brochure - What You Need to Know to Protect Yourself and Others
- L.A. County Commission on Human Relations: (213) 738-2788
- Web: [http://www.lahumanrelations.org/about/index.htm](http://www.lahumanrelations.org/about/index.htm)

**Anonymous Tip Line**

To report anonymous crime or incident information to University Police, contact the Anonymous Tip Line at (909) 869-3399. When leaving a message, please provide the time, date and as much specific information regarding the incident as possible. University Police personnel check messages regularly and refer to appropriate personnel for follow-up. For crimes in progress or emergencies, please contact University Police immediately. Dial 9-1-1 from campus landlines or Code Blue phones or (909) 869-3070 if using a cell phone on campus.

**Clery Act Exempt Employees**

Professional and pastoral counselors are not required to report crimes under the Clery Act. However, 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.

Every attempt is made to encourage reporting where the information is otherwise privileged.

**VOLUNTARY CONFIDENTIAL REPORTING**

The university has procedures by which a person can make a voluntary, confidential report of a crime or incident. To make an anonymous report of a crime or incident to University Police you may contact the Anonymous Tip Line at (909) 869-3399. When leaving a voice message, please provide the time, date and as much specific
information regarding the incident as possible. University Police personnel check messages regularly and refer to appropriate personnel for follow-up if applicable. For crimes in progress or emergencies, please contact University Police immediately. Dial 9-1-1 from campus landlines or Code Blue phones or (909) 869-3070 if using a cell phone on campus.

Professional and pastoral counselors are not required to report crimes under the Clery Act. However, when deemed appropriate, professional counselors may inform their clients of procedures to report crimes by filing a police report or reporting to the Office of Equity and Compliance (Title IX) on a voluntary, confidential basis.

Every attempt is made to encourage reporting where the information is otherwise privileged.

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

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

Note: all publicly available record keeping will be maintained without the inclusion of personally identifiable information about the victim.

**TIMELY WARNINGS**

The university will issue a timely warning as soon as pertinent information is available when a Clery reportable crime is reported to UPD or a designated campus security authority, occurred in a Clery defined geographical area, and a case by case analysis of pertinent facts known is completed and a determination is made a serious or continuing threat to the community exists.

The Chief of Police is responsible for the decision to issue a timely warning (or a management designee in the absence of the Chief) and will confer with the Clery Director if one is designated by the campus and available, upon receiving a report of an incident reported to a CSA and/or UPD. The Chief of Police, with the Clery Director if one is appointed and is available, will complete a case by case analysis utilizing open communication and collaboration analyzing the reported crime, the known pertinent facts of a reported incident, and determine whether the incident meets all of the following factors: 1) is a Clery reportable crime; 2) occurred in Clery defined geography; and 3) poses a serious or ongoing threat to the community.

If it is determined that any of the three factors are not met, then no timely warning will be issued. If it is determined that all three factors are met, the Chief of Police (or management designee is the absence of the
Chief) will determine the content of the timely warning bulletin, disseminate the timely warning expeditiously in a manner likely to reach the entire campus community utilizing one or more, and not limited to, the following methods to issue the timely warning bulletin:

- All employee and student e-mail distribution
- University website
- Public area video display monitors
- Hard copies posted on campus building entrance doors

For clarity to the community when a timely warning is issued it will be titled “Timely Warning Crime Bulletin” and include the following:

- A statement that the Timely Warning Bulletin is being issued in compliance with the Jeanne Clery Act and the purpose is to provide preventative information to the campus community to aid members from becoming the victim of a similar crime.
- The Clery Act reportable crime that occurred
- The date, time, and location the crime occurred
- The date the Timely Warning Bulletin is issued
- A description of the suspect, and name if known, when the suspect is at large and evading apprehension and/or law enforcement is seeking assistance from the public to locate
- Preventative information specifically related to the type of crime which occurred that could help others from becoming the victim of a similar crime

The Timely Warning Bulletins will not include, under any circumstances, the name of the victim, or information so specific that would or likely could identify the victim of the crimes of sexual violence to include rape, dating violence, domestic violence, or stalking. Issuance of timely warnings will be delayed only if the issuance would compromise the apprehension of the suspect or compromise the ability of law enforcement to investigate the crime.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Security of and Access to Campus Facilities in Response to COVID-19 (coronavirus)

The Cal Poly Pomona campus remains open. The 2020-21 academic year is predominantly virtual/remote. University critical services continue, including campus law enforcement and security functions. Health and safety are high priority. To mitigate the risk and spread of COVID-19, only faculty, staff and students with approved in-person instruction or other activities should come to campus. Virtual training and a daily health screener are required. Information for our community may be found on-line at https://www.cpp.edu/safety/
return/index.shtml, including checklist items required for students, staff and faculty. Information regarding campus services is available via the university home page and individual department websites.

Security of and Access to On Campus Student Housing Facilities

The on-campus student resident population has been significantly reduced and residents have been consolidated into fewer buildings. Housing has modified security and access policies and implemented additional safety and security measures, including a resident Bronco Care Pledge, no guest or visitor policy (including hallmates), and identifying isolation facilities with restricted access for use if needed.

Contact Information

General questions: healthalert@cpp.edu
Report COVID-19 case: healthscreener@cpp.edu
Environmental Health & Safety Department: ehs@cpp.edu
Questions about visitor protocol: guestscreener@cpp.edu

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

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

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

The Use of University Buildings, Facilities, or Grounds-President Order provides additional guidance concerning authorized access and use of campus buildings, facilities and property. This Presidential Order concerns the use of university buildings and grounds for purposes of commercial transactions and solicitation, non-commercial transactions and solicitation, freedom of expression activities, amplified sound, and posting or chalking, including the distribution of handbills and circulars at Cal Poly Pomona. It applies to students, student organizations, campus affiliated organizations, faculty, staff, and other off campus groups or persons while on campus grounds, including commercial vendors or solicitors.
Campus Facilities - Academic and Administrative Buildings

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

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

Identification and sign-in registration for campus buildings are generally not required. Some departments require prior approval for students requiring after-hours access. Students in these facilities after hours are required to carry documentation of authorization and photo identification. Staff and faculty working after hours should carry employee identification. Anyone working after business hours in alarmed facilities should notify 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) 869-3070.

Alarm and Access Control

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

You may find procedures for door access requests, installation guidance or repair requests on line at: http://www.cpp.edu/~police/alarm-and-access-control.shtml

On-Campus Student Housing Facilities

University Housing Services policies restrict access to University Housing facilities to residents, their approved and escorted guests and other approved members of the campus community. Residents gain entry by utilizing a key or their access card via an access control system. On-Campus Student Housing facilities have varied security systems. The 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 entry to suites 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 Services, Inc. (Village) apartments employ a key entry system in all complex common areas, apartment front doors, and interior bedrooms.

Per their University Housing License Agreement, residents shall permit no visitors or guests to enter University Housing facilities except as permitted per the policies and regulations and community guidelines. Providing access to buildings to those other than residents or staff who have a key or card, or attended guests, by any
means is prohibited. Guests must be escorted at all times, including when they are in the resident’s room.
Overnight guests must be registered with University Housing Services.

All University Housing Services buildings/residences are locked 24 hours per day. Call phones are located outside the main front entrance of each residence hall and suites to reach a Resident Advisor On Duty or front desk. A professional staff Area Coordinator is on-duty 24 hours a day should there be an immediate security or other safety concern.

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

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

Access to Campus Facilities for Events

All special events on campus must have prior authorization. Various campus departments are responsible for special events approval and scheduling. Many special events require University Police approval and may require police, security, and/or parking staffing based on an event assessment (e.g. alcohol service, number of attendees, safety and security concerns, parking and traffic impacts). The table below provides contact information and resources regarding campus access for special events.

Campus Events Status in Response to COVID-19
Consistent with California Department of Public Health recommendations, the campus is promoting social distancing by canceling all events and gatherings on or off campus through February 1, 2021. No public gatherings of any size affiliated with the university are permitted either on or off campus. This includes all clubs and organizations. We will continue to update this as recommendations evolve. Events information is available on-line at: [https://www.cpp.edu/safety/safer-return/key-areas-of-effort/events.shtml](https://www.cpp.edu/safety/safer-return/key-areas-of-effort/events.shtml)

Campus Special Events Contact Information

<table>
<thead>
<tr>
<th>Department</th>
<th>Event Venue</th>
<th>Contact Information</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>License of Facilities</td>
<td>Campus-wide</td>
<td>(909) 979-4446 or <a href="mailto:lof@cpp.edu">lof@cpp.edu</a> for</td>
<td><a href="http://www.cpp.edu/~licensins/aofspace/index.shtml">http://www.cpp.edu/~licensins/aofspace/index.shtml</a></td>
</tr>
<tr>
<td>Office of Student Life and Cultural Centers</td>
<td>Outdoor &amp; Indoor Spaces, Vendors</td>
<td>(909) 869-2841</td>
<td><a href="https://www.cpp.edu/~oslcc/index.shtml">https://www.cpp.edu/~oslcc/index.shtml</a></td>
</tr>
<tr>
<td>Department</td>
<td>Event Venue</td>
<td>Contact Information</td>
<td>Website</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------------------</td>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Associated Students, Inc. (ASI)</td>
<td>Bronco Student Center</td>
<td>(909) 869-2847</td>
<td><a href="https://asi.cpp.edu/bronco-student-center/reserve-a-room/">https://asi.cpp.edu/bronco-student-center/reserve-a-room/</a></td>
</tr>
<tr>
<td>College of Agriculture</td>
<td>AGRiScapes</td>
<td>(909) 869-6722 <a href="mailto:agriscapesinfo@cpp.edu">agriscapesinfo@cpp.edu</a></td>
<td><a href="https://www.cpp.edu/~agriscapes/visitor-center.html">https://www.cpp.edu/~agriscapes/visitor-center.html</a></td>
</tr>
<tr>
<td>Cal Poly Pomona Foundation, Inc.</td>
<td>Kellogg House Pomona</td>
<td>(909) 869-3004 <a href="mailto:khpevents@cpp.edu">khpevents@cpp.edu</a></td>
<td><a href="http://www.kellogghousepomona.com/">http://www.kellogghousepomona.com/</a></td>
</tr>
<tr>
<td>University Police Department (UPD)</td>
<td>Campus wide</td>
<td>(909) 869-5435 <a href="mailto:edr@cpp.edu">edr@cpp.edu</a></td>
<td><a href="http://www.cpp.edu/~police/services/index.shtml">http://www.cpp.edu/~police/services/index.shtml</a></td>
</tr>
</tbody>
</table>

**Maintenance of Campus Facilities**

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

**LAW ENFORCEMENT AUTHORITY**

**University Police Law Enforcement Authority, Jurisdiction, Policies and Agreements**

Campus safety and security is the primary responsibility of the Cal Poly Pomona University Police Department (UPD). The department employs sworn police Peace Officers who are vested with full arrest authority in the State of California, pursuant to California Penal Code, Section 830.2(c) and Education Code, Section 89560. Police officers meet all California Peace Officer’s Standards and Training Commission (POST) requirements mandated for all sworn California law enforcement officers. Police officers are trained in the use of weapons.
and carry them on campus. In addition to law enforcement authority, University Police Officers may enforce University policies, and if policies are violated, make referrals to the appropriate campus entities so that the institution may take appropriate action.

The UPD’s primary jurisdiction covers all property owned or controlled by the University. UPD police officers also primarily patrol adjacent public streets and property typically within a mile radius.

University Police Officers conduct foot, vehicular, and bike patrols on campus 24 hours a day. University Police is responsible for reporting and investigating all criminal offenses committed on campus, with the exception of Homicide, Missing Juveniles and Officer Involved Shooting per the Kristin Smart Campus Safety Act. 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.

An Administrative Agreement between the Cal Poly Pomona Police Department, City of Pomona Police Department, and Los Angeles Sheriff’s Department designates responsibility for providing law enforcement services for the Law Enforcement Jurisdiction and Criminal Investigations at California State Polytechnic University, Pomona in compliance with the Kristin Smart Campus Safety Act and HEOA.

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. 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 meet regularly with area law enforcement representatives to share information regarding criminal activity, law enforcement intelligence, cases and trends. University Police also collaborates and communicates with the California State University, and other campus law enforcement, public safety and security offices to enhance investigations and crime prevention activities.

The University strongly encourages the accurate and prompt reporting of all crimes to University Police, the Office of Equity and Compliance (Title IX Office) (for sexual violence only), or the appropriate law enforcement agency that has jurisdiction where the crime occurred, including when the victim elects to or is unable to make a report. New students and employees receive information regarding reporting of crimes. Employees with reporting obligations as Responsible Employees complete an on-line training module annually. Campus Security Authorities receive training regarding their reporting obligation under the Clery Act.

**Monitoring Criminal Activity at Student Organization Locations**
The University does not own or control any off-campus student organization residences or facilities. A limited number of Greek Life chapter residences are leased by the student organization. Crime statistics for these locations are included in the Non-campus category. Crime statistics for residences where Greek or other student organization members live together but hold individual lease agreements are not included in this report unless the crime or incident is related to a University sponsored activity.
University Police will continue to work with the City of Pomona and Los Angeles Sheriff's Department to implement procedures to enhance the university's ability to monitor criminal activity and other safety concerns at these locations.

University Police collaborates with local police agencies, the Office of Student Life and Cultural Centers, the Office of Student Conduct and Integrity, and student organizations to address any serious or ongoing issues occurring at known student housing locations to mitigate crime and city ordinance violations. Student Code of Conduct or law violations at these locations during university-affiliated events are subject to university response and criminal and/or student conduct proceedings. University Police will continue to work with the City of Pomona and Los Angeles Sheriff’s Department to implement ongoing procedures to enhance monitoring criminal activity and other safety concerns at these locations associated with our students and/or student organizations.

SECURITY PROCEDURES AND PRACTICES

Cal Poly Pomona offers security awareness programs designed to: 1) Inform the campus community about safety and security procedures and practices, and 2) Encourage students and employees to take responsibility for their own security and the security of others, when possible. Collectively, these programs support the University’s overarching goal to maintain a safe environment in support of the academic mission of the University and to ensure the safety and well-being of campus community members and visitors. Many departments, both independently and in collaboratively, provide a wide range of programs, workshops, training, and presentations toward this end.

University Police, the Office of Equity and Compliance (OEC/Title IX), Student Health Services, Counseling and Psychological Services (CAPS), Survivor Advocacy Services (SAS), the Wellness Center, University Housing Services (UHS), Foundation Housing Services, Inc. (the Village), Orientation Services, Risk Management, Emergency Management, Environmental Health and Safety, and other departments provide ongoing orientations, workshops, presentations and trainings in a range of settings.

Emergency Preparedness and Safety Training

The Office of Emergency Management and Business Continuity (a unit within the University Police Department) and the University Police Department conduct ongoing trainings on preparation, response and recovery to critical incidents and potential threats. Training topics include (but are not limited to) the following: major disasters or explosions, earthquakes, fire safety, evacuation, evacuation tips, evacuation for persons with disabilities, disaster preparedness, shelter in place, response to potential threats, bomb threats, suspicious persons, suspicious packages, and armed intruders. These trainings improve both individual and collective readiness and response to a range of emergencies and critical incidents. Trainings are available throughout the year by request. Contact Emergency Management and Business Continuity at (909) 869-4022 or by email at em@cpp.edu or University Police at (909) 869-3068 to request a training.
Orientation – New Student, Transfer Student and Parent Health & Safety Panel and New Faculty Orientation
A panel with representatives from University Police, Student Health Services, Counseling and Psychological Services (CAPS), the Office of Equity and Compliance, and Student Conduct & Integrity provide Health and Safety training at all new and transfer student Orientations and parent orientations on an annual basis. The training purpose is to increase education and awareness regarding a range of health, safety and security concerns, communicate laws and campus policies, and provides information to aid students in keeping themselves, others and our community safe. University Police also provides annual training at all new faculty orientations.

University Housing/Village Residence Life Staff and Students Training and Programs
University police officers and professional staff collaborate with University Housing and Foundation Housing at the Village to provide safety and security education and awareness programs for professional staff, student resident advisors/community advisors and student residents.

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

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

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

Associated Students, Inc. – Bronco Student Center (BSC), Bronco Recreation & Intramural Complex (BRIC)
All BSC and BRIC full-time and student staff receive annual training on building safety and security, emergency preparedness and evacuation procedures to ensure the safest possible facilities and effective emergency response. Safety and security topics and any current issues are concerns are addressed during staff meetings ongoing.

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

First Aid/CPR/AED Training
ASI, Inc. offers American Red Cross First Aid/CPR certification. Typically, 3-4 courses are offered per academic year for certification and training in American Heart Association Heartsaver CPR AED - Adult, Child, and Infant.

Environmental Health and Safety Employee Safety and Security Training
Environmental Health and Safety (EH&S) is responsible for planning, implementing, and administering the University Environmental Health and Safety Program and for providing technical consultation, training, and inspection to ultimately ensure compliance with established laws. Compliance with these laws fosters a safe place to work, study, and/or visit for faculty, staff, students, and visitors while supporting innovation and creativity within academic programs.

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

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 help themselves and assist others in an event when professional responders are not immediately available. Cal Poly Pomona’s CERT team is comprised of campus and community members who meet monthly and attend ongoing training. For more information, contact University Police at (909) 869-3070.

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

University Police, the Office of Equity and Compliance (OEC), Survivor Advocacy Services, Student Health and Wellness Services, and Counseling and Psychological Services (CAPS), Office of Student Life and Cultural Centers, University and Foundation Housing, and other departments provide a range of crime prevention education and awareness programs for students, staff and faculty.

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

Members of University Police also conduct safety and security awareness and crime prevention presentations for campus departments and student organizations upon request. During these presentations, the following topics or information may be provided: common crimes on campus and crime prevention tips, campus security procedures or practices, including encouraging participants to be responsible for their own security and the security of others by taking preventive measures. University Police consistently conveys the message “See Something, Say Something” which promotes vigilance, and encourages the prompt reporting of anything or anyone who may seem suspicious. University Police participates in campus events, such as U-Hour tabling, Resource Fairs, BroncoFusion, B.E. S.M.A.R.T., new or prospective student events and showcases, and student fairs to increase security awareness and address questions related to security, crime trends, and campus safety.

**Behavioral Intervention Team (B.I.T.)**

Working together with campus community members, B.I.T. aims to proactively identify, assess and provide an integrated and coordinated institutional response to students, campus community members (and non-members) who may pose a risk to themselves, others and/or the campus community.

The Behavioral Intervention Team (B.I.T.) (formerly PolyCares) is a network of campus professionals that are committed to prevention, education, and early intervention to assist students in distress while providing support and resources to faculty and staff. The primary goal of B.I.T. is to provide timely support to our students to provide the greatest opportunity for safety and success while providing the greatest level of protection for our community. To reach out to the Care Services Coordinator for a confidential consultation, call (909) 869-5286 or email cppbitt@cpp.edu

**Sexual Violence Prevention & Education**

Survivor Advocacy Services and OEC professional staff provide extensive education awareness programming to address the issues of sexual assault, dating violence, and stalking. Staff provide classroom presentations, campus programs, sponsor campus Sexual Assault and Domestic Violence Awareness months, and conduct other outreach activities. These programs are offered at least quarterly and are available upon request.

See the Sexual Violence section of this report for specific information regarding prevention programs and training to increase education awareness and reduce the incidence of sexual violence on campus.

**Safety Escort Program**

University Police Student Assistants provide safety escorts on foot or vehicle to or from your class to a safe campus destination such as to your vehicle parked on campus, Residential Hall/Suite, or the University Village. Student Assistants are available Monday through Thursday after 6:00 p.m. Call 869-3070 or extension 3070 from any campus phone to request a safety escort. Be prepared to provide the police dispatcher with your name, clothing description, pick-up location, and your destination.
Safety Escorts are provided on a “first come, first served” basis and escort vehicles can transport a maximum of two passengers at a time. Use of the escort service is encouraged to enhance personal safety, however is not intended for use simply as a means of transportation. Abuse of the service can affect response times for legitimate purposes. Walking with a friend or in groups, taking the Bronco Express, and staying in well-lit, frequently traveled areas are also recommended safety practices. Safety escorts are not provided to City of Pomona streets, including South Campus Dr., Temple Ave. and Valley Blvd.

**Self-Defense Programs**
In collaboration with University Police, Survivor Advocacy Services, ASI and other campus departments provide self-defense programs annually. Instructors and Police Officers teach self-defense techniques and provide sexual violence prevention education, awareness and resources tailored to the needs of the requestor.

In 2019-20, University Police implemented the Rape Aggression and Defense (R.A.D.) Program, a nationally recognized self-defense program, and certified four instructors (2 females, 2 males; 2 sworn police officers, 2 professional staff members). R.A.D. training is available upon request.

For more information, contact the University Police Watch Commander at (909) 869-4500.

**Media - Social Media, Digital Media and Print Materials**
University Police works closely with Strategic Communications to ensure the timely and appropriate release of information to prevent crime and enhance the safety of the community. Cal Poly Pomona Strategic Communications has an active social media presence across applications (e.g., Facebook, SnapChat, Instagram, Twitter). While social media is used to communicate a broad range of campus-related information and engage the community, it is also a very powerful tool in informing the community regarding crime prevention measures, safety and preparedness information, encouraging reporting (“If You See Something, Say Something”), and relaying time sensitive information. University Police maintains Twitter and Instagram accounts to increase social media presence and conducts event tabling and other community outreach activities (e.g. Coffee with a Cop).

The [Poly Post](#), PolyCentric and University web pages provide on-going information regarding safety, crime prevention, emergency preparedness, and campus safety issues. The Poly Post receives a weekly Police crime and incident log from University Police and publishes the "Crime Blotter" in each issue. Brochures, posters, and on-line information on crime prevention and health and safety issues are available at offices throughout the campus, such as University Police, Student Health Services, Counseling and Psychological Services (CAPS), Survivor Advocacy Services, and OEC. Print materials are widely distributed at resource fairs, student orientation, and other campus events.

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

The tables below highlight some of the campus' primary prevention and awareness programs offered in calendar year 2019. The following program types are included.

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

### University Police (UPD) and Emergency Management

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Responsible Dept</th>
<th>Program Type (CP, SA, SAA)</th>
<th>Description</th>
<th>Frequency</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Safety for Students</td>
<td>Orientation Health &amp; Safety Panel</td>
<td>CP, SA</td>
<td>Crime prevention, safety, sexual violence, student code of conduct, policies, campus mental health resources</td>
<td>Annually</td>
<td>New Students, Parents</td>
</tr>
<tr>
<td>Workplace Violence/ Active Shooter Training</td>
<td>UPD, Campus Wide</td>
<td>CP, SA</td>
<td>Types of workplace violence and armed intruder/active shooter preparedness, prevention and response; Active Shooter</td>
<td>Annually, By Request</td>
<td>Residence Life staff, Students, Staff, Faculty, Administrators</td>
</tr>
<tr>
<td>Alcohol Education and Awareness</td>
<td>UPD; Housing</td>
<td>CP, SA, SAA</td>
<td>Alcohol laws, university policies, safe and legal alcohol use, beer goggle activities</td>
<td>Annually, By Request</td>
<td>New Students – Housing RAs lead programs</td>
</tr>
<tr>
<td>Drug Law Education and Awareness; Drug Recognition</td>
<td>UPD; Housing</td>
<td>CP, SA, SAA</td>
<td>Education regarding current drug laws, including marijuana laws, housing policies, and drug recognition component may be offered as part of RA training</td>
<td>Annually, By Request</td>
<td>Students, Student employees (RAs)</td>
</tr>
<tr>
<td>Campus Safety Training</td>
<td>UPD, Campus Wide</td>
<td>CP, SA</td>
<td>Campus safety, evacuation, emergency preparedness, critical incident individual response concepts</td>
<td>Annually, By Request</td>
<td>Staff, Administrators, Student groups</td>
</tr>
<tr>
<td>Program Title</td>
<td>Responsible Dept</td>
<td>Program Type (CP, SA, SAA)</td>
<td>Description</td>
<td>Frequency</td>
<td>Target Audience</td>
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<tr>
<td>Self-Defense Workshops and R.A.D. Training</td>
<td>UPD, ASI, Campus Wide</td>
<td>CP, SA, SAA</td>
<td>Self-defense and sexual assault prevention concepts and techniques; Rape Aggression Defense Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety and Security Topics</td>
<td>UPD, Campus Wide</td>
<td>CP, SA, SAA</td>
<td>Presentations and trainings tailored to meet specific need or objectives (e.g. safety concerns, incident response or follow up, classroom presentations)</td>
<td>By Request</td>
<td>Students, Staff, Faculty</td>
</tr>
<tr>
<td>Office Safety Protocols and Procedures</td>
<td>UPD, Campus Wide</td>
<td>CP, SA</td>
<td>Office safety site surveys and review of current safety protocols</td>
<td>By Request</td>
<td>Faculty, Staff, Administrators</td>
</tr>
<tr>
<td>Emergency Preparedness, Response and Evacuation</td>
<td>UPD, Emergency Management Campus wide</td>
<td>SA</td>
<td>Presentations, workshops, training on emergency preparedness and response concepts and practical applications. Annual Training Academy for designated Evacuation Coordinators</td>
<td>Annual; By Request</td>
<td>Evacuation Coordinators Students, Staff, Faculty</td>
</tr>
</tbody>
</table>

**Student Health Services/Wellness Services and Campus Partners**

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Responsible Dept</th>
<th>Program Type (CP, SA, SAA)</th>
<th>Description</th>
<th>Frequency</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>All About Alcohol</td>
<td>Wellness Services University Housing Services; Greek Life</td>
<td>CP, SA, SAA</td>
<td>Interactive workshop to help students make informed choices and reduce risk of a negative consequence. Topics: Standard drink, alcohol and the body, risky situations, and alcohol poisoning</td>
<td>Quarterly, By Request</td>
<td>Students</td>
</tr>
<tr>
<td>Alcohol Education</td>
<td>Wellness Services Engineering; University Housing</td>
<td>CP, SA, SAA</td>
<td>Standard drink, BAC, Alcohol poisoning, interactive activities (e.g. beer goggles)</td>
<td>Quarterly</td>
<td>Students, Student employees, Staff</td>
</tr>
<tr>
<td>Program</td>
<td>Department/Office</td>
<td>CP, SA, SAA</td>
<td>Description</td>
<td>Frequency</td>
<td>Audience</td>
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<tr>
<td>Alcohol &amp; Other Drugs Lecture</td>
<td>Wellness Services; Human Nutrition &amp; Food Science</td>
<td>CP, SA, SAA</td>
<td>Alcohol/Other Drug health and safety lecture for academic course.</td>
<td>Quarterly</td>
<td>Students</td>
</tr>
<tr>
<td>Alcohol Education/CHOICES</td>
<td>Wellness Services; Student Conduct &amp; Integrity; University Housing Services; University Village</td>
<td>CP, SA, SAA</td>
<td>CHOICES is an alcohol risk reduction program centered on the individual choices regarding alcohol consumption and safe behaviors. The program is designed for first-time offenders of university policy and/or law violations.</td>
<td>On-going</td>
<td>Students – Sanction for alcohol policy and/or law violations</td>
</tr>
<tr>
<td>Event – BESMART</td>
<td>Alcohol and Other Drug Council Campus wide</td>
<td>CP, SA, SAA</td>
<td>Alcohol awareness event featuring educational passive and interactive activities. Student organizations and campus departments host booths and lead activities.</td>
<td>Annually</td>
<td>Campus wide; Student led activities for students</td>
</tr>
<tr>
<td>Event - Alcohol Education</td>
<td>Wellness Services A.S.I.</td>
<td>CP, SA, SAA</td>
<td>Alcohol awareness at Midnight Madness</td>
<td>Annually</td>
<td>Students</td>
</tr>
<tr>
<td>Let's Talk About Sex</td>
<td>Wellness Services University Housing Services, UB, Academic Depts, Greek Life, OSLCC</td>
<td>CP, SA, SAA</td>
<td>Sexual health, healthy relationships, affirmative consent, sexual violence prevention.</td>
<td>Monthly; By Request</td>
<td>Students</td>
</tr>
<tr>
<td>Program Title</td>
<td>Responsible Dept</td>
<td>Program Type (CP, SA, SAA)</td>
<td>Description</td>
<td>Frequency</td>
<td>Target Audience</td>
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<tr>
<td>Safety at the Village</td>
<td>Foundation Housing – ResEd</td>
<td>CP</td>
<td>Open program about how to be safe while living at the Village</td>
<td>Annually; By need</td>
<td>Students</td>
</tr>
<tr>
<td>Alcohol Awareness</td>
<td>Foundation Housing – ResEd</td>
<td>CP, SAA</td>
<td>General alcohol education program presented in part with Health Services.</td>
<td>By need</td>
<td>Students</td>
</tr>
<tr>
<td>Watch your BAC! (Blood Alcohol Content)</td>
<td>Foundation Housing – ResEd</td>
<td>SAA</td>
<td>Attendees learn important facts about alcohol and its effects.</td>
<td>By need</td>
<td>Students</td>
</tr>
<tr>
<td>Drug Law Education and Awareness; Drug Recognition</td>
<td>UPD; Housing</td>
<td>CP, SA, SAA</td>
<td>Education regarding current drug laws, including marijuana laws, housing policies, and drug recognition component may be offered as part of RA training</td>
<td>Annually, By Request</td>
<td>Students, Student employees (RAs)</td>
</tr>
<tr>
<td>Program Title</td>
<td>Responsible Dept</td>
<td>Program Type (CP, SA, SAA)</td>
<td>Description</td>
<td>Frequency</td>
<td>Target Audience</td>
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<tr>
<td>Break the Chain on Stigma</td>
<td>UHS</td>
<td>CP, SA</td>
<td>Residents discussed the prison system and stigma and were able to share their own beliefs and thoughts about the justice system.</td>
<td>Once</td>
<td>Students</td>
</tr>
<tr>
<td>Donuts with Cops</td>
<td>UHS, UPD</td>
<td>CP, SA</td>
<td>Student residents meet and have a conversation with our University Police officers and learn more about campus safety and what to do in an emergency situation when on campus or in public settings.</td>
<td>Once</td>
<td>Students</td>
</tr>
<tr>
<td>Drinking Responsibly</td>
<td>UHS</td>
<td>SAA</td>
<td>Residents learned about alcohol consumption safety.</td>
<td>Once</td>
<td>Students</td>
</tr>
<tr>
<td>How Much is Too Much?</td>
<td>UHS</td>
<td>CP, SAA</td>
<td>Residents learn about alcohol safety, including pouring more accurate standards drinks, signs of alcohol poisoning and other methods to drink safely and responsibly.</td>
<td>Once</td>
<td>Students</td>
</tr>
<tr>
<td>Mocktail Halloween Party</td>
<td>UHS</td>
<td>CP, SAA</td>
<td>The purpose of this program is to inform residents about the dangers of being drugged at a party and to provide information on how to protect themselves. By participating in this program, residents will learn about making healthy decisions regarding alcohol, marijuana, and other drugs.</td>
<td>Once</td>
<td>Students</td>
</tr>
<tr>
<td>Wine and Dine</td>
<td>UHS</td>
<td>CP, SAA</td>
<td>This program will address the dangers of driving drunk and how it impairs a person’s motor functions and mental abilities.</td>
<td>Once</td>
<td>Students</td>
</tr>
<tr>
<td>Event Name</td>
<td>UHS</td>
<td>CP, SAA</td>
<td>Description</td>
<td>Frequency</td>
<td>Audience</td>
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<tr>
<td>Acai Bowls and Alcohol Policy</td>
<td>UHS</td>
<td>CP, SAA</td>
<td>Residents will learn about the alcohol policy on campus as well as ways to responsibly consume alcohol (if they choose) off-campus or later in life.</td>
<td>Once</td>
<td>Students</td>
</tr>
<tr>
<td>Thirsty Thursday</td>
<td>UHS</td>
<td>SAA</td>
<td>Residents will be able to learn about safe alcohol consumption and how to deal with someone who is overly intoxicated.</td>
<td>Once</td>
<td>Students</td>
</tr>
<tr>
<td>Pick Your Poison</td>
<td>UHS</td>
<td>SAA</td>
<td>This program is an informational presentation/activity on ways to drink responsibly. The activity will be the “Pour Me a Drink” from the health and wellness services website along with posters from their “less is more” toolkit.</td>
<td>Once</td>
<td>Students</td>
</tr>
<tr>
<td>Be(er) Responsible</td>
<td>UHS</td>
<td>CP, SAA</td>
<td>This program will center on educating residents on alcohol safety and the impact alcohol has on awareness, reflexes, and cognition. The Wellness Center will bring “drunk goggles,” and residents will have the opportunity to play various board games such as Jenga, Connect 4, Corn Hole, etc. in order to see how their cognition is hindered by alcohol. The Wellness Center will also have different resources to give to residents regarding alcohol safety and consumption.</td>
<td>Once</td>
<td>Students</td>
</tr>
<tr>
<td>I’m just here for the Boos</td>
<td>UHS</td>
<td>CP, SAA</td>
<td>A table was set up in the lobby with flyers and pamphlets of alcohol and drug safety. A representative from the Wellness Center was present to answer any resident questions.</td>
<td>Once</td>
<td>Students</td>
</tr>
</tbody>
</table>
### Safety, Prevention and Support Resources – On Campus

**Counseling and Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) goal is to provide quality mental health services to support students' overall health and wellbeing. CAPS provides many services such as individual or group therapy, wellbeing coaching, crisis intervention, workshops, and support to access on and off-campus resources.

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

A psychiatrist is also available on staff. Crisis counseling and consultation is available 24 hours a day.

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

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

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

### Student Health and Wellness Services

The Student Health and Wellness Services (SHWS) mission is to promote students' health lifestyles and academic success by providing quality medical, psychological and wellness services. SHWS is a fully accredited

<table>
<thead>
<tr>
<th>Increase Your Tolerance!</th>
<th>UHS</th>
<th>SAA</th>
<th>Prepared students for International Day of Tolerance, drinks were provided in red cups for a lighthearted feel and to prove a point. Underage drinking and unhealthy drinking practices will be highlighted.</th>
<th>Once</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pajamas, Policies, Popcorn</td>
<td>UHS</td>
<td>SAA</td>
<td>Residents learned about the Policies in our community, namely drinking, controlled substances, and noise Policies.</td>
<td>Once</td>
<td>Students</td>
</tr>
</tbody>
</table>
ambulatory care facility (you must be able to walk in on your own to receive care) and provides students with affordable, accessible and student-centered health care and wellness services so students can receive the care and assistance they may need. Services are available to all enrolled Cal Poly Pomona students and most services are provided at no cost (funded by a mandatory health fee that is included in tuition). Services provided include medical appointments with licensed and board-certified clinicians, nurses and physician assistants, digital x-rays, travel consultations, well-patient physicals, minor surgical procedures, well-womxn exam, flu shots, Tdap vaccine, Tuberculosis screening, and common STI/STD testing. Other low-cost services are also available.

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

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

SAS is located in Building 66 – Bronco Bookstore – Room 117 C&D. For more information or to schedule a prevention program or workshop, contact survivoradvocacy@cpp.edu

Integrated Care Network
The Cal Poly Pomona Integrated Care Network is part of the Student Health and Wellbeing cluster within the Division of Student Affairs. By offering a range of specialized support services, the Integrated Care Network strives to promote, maintain, and improve the health and wellbeing of Cal Poly Pomona’s students through integration and partnerships, prevention, early intervention, and access to resources.

Behavioral Intervention Team (B.I.T.)
Cal Poly Pomona is committed to providing support to students to address any issues that may be affecting their academic and personal success. Cal Poly Pomona values students’ success not only academically but also emotionally and physically. The Behavioral Intervention Team (B.I.T.) (formerly PolyCares) is a network of campus professionals that are committed to prevention, education, and early intervention to assist students in distress while providing support and resources to faculty and staff. Working together with campus community members, B.I.T. aims to proactively identify, assess and offer an integrated and coordinated institutional response to
students, campus community members (and non-members) who may pose a risk to themselves, others and/or the campus community.

The primary goal of B.I.T. is to provide timely support to our students to provide the greatest opportunity for safety and success while providing the greatest level of protection for our community.

What is YOUR role?
All campus community members play a role in ensuring the safety and wellbeing of our students, employees and campus community. If you “See Something then Say Something” is more than a slogan. When community members practice this basic principle we can ensure that students and employees receive help and support when they need it most and maintain a safe campus environment.
Submit a Broncos Care for Broncos form if you observe and/or are made aware of any behavior that is concerning, leaves you worried, and/or alarmed.
When in doubt, please reach out to the Care Services Coordinator for a confidential consultation at cppbit@cpp.edu or (909) 869-5286.

Additional Faculty and Staff Resources:
- Crisis Assistance for Students
- Supporting Students in Distress
- Suicide Prevention for Faculty Staff

Pride Center and 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 community at Cal Poly Pomona. The Pride Center serves the campus community by promoting empowerment and social justice on topics of sexual orientation and gender identity.

The Safe Zone Ally Program is a network of Cal Poly Pomona students, faculty and staff who are visibly supportive of lesbian, gay, bisexual, transgender, and queer (LGBTQ) people of anyone dealing with sexual orientation and gender identity issues AND who have attended the Safe Zone training workshop. Participants of the training workshop learn about LGBTQ topics and terminology, receive resources and referral information, interact with an LGBTQ student panel, and discuss ways to be an Ally. An Advanced Safe Zone Ally training is available to further ones knowledge.

The Pride Center is located in Building 26 (University Stables), 107. For more information on Pride Center services, resources, or the Safe Zone Ally training schedule, contact the Pride Center at pride_center@cpp.edu or (909) 869-2573.
**Disability Resource Center (DRC)**

The DRC, in collaboration with the campus community, promotes equal access and opportunity for individuals with disabilities. The DRC further seeks to empower students to fulfill their potential through self-knowledge, life-long learning, and growth. The DRC authorizes and facilitates the use of accommodations and services. Types of accommodations provided include: Alternative Media, Classroom Accommodations, Deaf and Hard of Hearing Services, Housing Accommodations, Mobility Assistance, and Testing Accommodations. The DRC also provides supplemental advising, peer mentoring, executive skills coaching, and referral services. The DRC is located in Building 9, Room 103 or call (909) 869-3333.

**CRIMINAL ACTIVITY AT NONCAMPUS LOCATIONS OF STUDENT ORGANIZATIONS**

The University Student Code of Conduct and relevant policies extends to non-campus locations that are owned or controlled by the student organization, or when students are engaged in University Sponsored or campus related events or activities. The University does not own or control any student organization residences or facilities.

The campus does recognize student organizations who control property. Crime statistics for residences leased by the student organization, and reports of crimes occurring off-campus that are associated with a university related activity, are included in the crime statistics non-campus location category.

University Police communicates and collaborates with local police agencies regarding issues occurring at known student residences to mitigate crime or violations of city ordinances (i.e. noise, party host responsibilities).

**ALCOHOL AND DRUGS**

**Standards of Conduct**

The unlawful possession, use, manufacture, distribution, or sale of illicit drugs or drug-related paraphernalia, tobacco or alcohol, and the misuse of legal pharmaceutical drugs or alcohol by any faculty, staff, recognized auxiliary employee, student, registered student club or organization, campus entity, visitor or visiting organization is strictly prohibited in the workplace, on University premises, at University activities, or on University business, on campus or off. University Police officers enforce all local, State and Federal laws pertaining to alcohol and drugs including underage drinking. Any faculty, staff, student or student organization, campus entity, visitor or visiting organization that violates this policy is subject to disciplinary action as set forth in the University Alcohol and Other Drugs Policy and/or will be referred to the appropriate authorities for legal prosecution.

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

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

Legal and Other Sanctions

As set forth in the University Alcohol and Other Drugs Policy, the university will impose disciplinary sanctions on students and employees for violations of standards of conduct up to and including expulsion or termination of employment and referral for prosecution.

The University Police Department is responsible for enforcing the laws relating to alcoholic beverages and for enforcing Federal and State laws related to illicit drugs. A list of applicable legal sanctions under Federal, State or local laws for the unlawful use, sale, possession, or distribution of illicit drugs and alcohol include referrals to administrative sanctions, diversion programs, fines, probation, and/or incarceration.

Students found in violation of University alcohol and drug policies may be subject to disciplinary sanctions, including educational sanctions, academic probation, suspension, or expulsion. University disciplinary and criminal proceedings may occur concurrently.

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 University 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

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

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

Drug and Alcohol Treatment Programs

Health Services Building 46  
(909) 869-4000  
https://www.cpp.edu/health/

Counseling and Psychological Services (CAPS) Building 66, Room 116 (Bookstore Building)  
(909) 869-3220  
https://www.cpp.edu/caps/index.shtml

Employee Assistance Program (EAP) (CPPLifeMatters by Empathia)  
Hotline (800) 367-7474  
http://www.cpp.edu/~employee-assist

Health Risks

The use of illicit drugs or tobacco, and the illegal use or excessive use/abuse of alcohol have all been shown to cause serious health consequences, including:

1. Adverse effects on a person’s judgment and decision making and other physical and mental health concerns such as addiction, damage to the brain and other organs, overdose, coma and even death; unpleasant symptoms or difficulty when stopping or reducing use can occur

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 Student Health and Wellness Services at (909) 869-5272.

Alcohol and Other Drugs Education Programs

Counseling and Psychological Services (CAPS) and Student Health and Wellness Services, provide annual and ongoing counseling, prevention education and programming that: 1) reinforces healthy lifestyles; 2) provides
support services for students who are experiencing problems with substances; and 3) educates students about the impact of both alcohol and other drug misuse and abuse. Student Health and Wellness Services promotes safe practices, responsibility and awareness around alcohol consumption and other drugs. A professional health educator is available to provide presentations on the following topics:

- Alcohol, Marijuana, Tobacco, Prescription Drugs, and other drugs for potential of misuse
- Blood Alcohol Content ("BAC")
- Choices
- AA Meetings
- Safe Practices
- Assess Your Alcohol Use (eCheckUpToGo)

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

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

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


eCheckupToGo https://interwork.sdsu.edu/echeckup/usa/alc/coll/index.php?id=CPP&hfs=false

SEXUAL VIOLENCE

The California State University does not discriminate on the basis of sex, gender, including gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the University (both on and off campus), including admissions, and protect all people regardless of their gender from Sex
Discrimination, including Sexual Harassment, Sexual Misconduct, including Sexual Assault, Dating or Domestic Violence, and Stalking.

The University seeks to provide an education environment free of Sexual Misconduct/Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence and Stalking. Every member of the University community shall be aware that Sexual Misconduct, and/or acts of violence with a sexual nature directed toward another person will not be tolerated and are prohibited by federal and state law and University policy. As members of the University community, students shall comply with University policies and guidelines in addition to federal, state, and local laws whether on or off campus. The University will discipline persons identified as responsible for Sexual Misconduct/Sexual Assault Dating or Domestic Violence, or Stalking as described in this report and University policy.

In an ongoing effort to prevent Sexual Misconduct/Sexual Assault Dating Violence, Domestic Violence and Stalking, the University provides education and prevention programs, investigates complaints, dispenses corrective or disciplinary action where appropriate, provides referrals for medical care/counseling, modified classes, reduced course loads, campus housing changes, work assignment assistance, stay away orders, leaves of absence, and more. The University also provides information to victims on pursuing criminal action and obtaining protective orders if needed. University officials who are responsible for investigating and/or adjudicating cases of Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking receive annual training for compliance with federal, state and CSU system regulations.

The University is committed to empowering victims of Sexual Misconduct/Sexual Assault Dating Violence, Domestic Violence, and Stalking by providing ample supportive services, and encouraging their choice of action, regardless of their decision to seek criminal prosecution of offender(s). If requested by the victim, University personnel will assist the victim in notifying the appropriate law enforcement authorities.

PREVENTION, EDUCATION, AND AWARENESS

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 CSU Executive Order;

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, training for returning students, training for all employees and participating in and presenting information and materials during new employee orientation.

The Survivor Advocate and Title IX Coordinator conduct 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, such as Student Health Services Wellness Center, Counseling and Psychological Services (CAPS), University Police, University Housing Services and Foundations Housing Services, Inc./Village, and peer educators.

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). Survivor Advocacy Services (SAS) and the Women's Resource Center provide programming for Sexual Assault and Domestic Violence Awareness Months and collaborate with the Office of Student Life and Cultural Centers to provide programs that may address ethnic and/or cultural issues related to sexual violence such as stereotypes, cultural barriers to reporting, etc.

Survivor Advocacy Services provides walk-in crisis services, consultations, appointments, assistance with restraining orders, and hospital and court accompaniments for students and employees. Survivor Advocacy Services also actively participates in a range of other campus activities to increase education and awareness, including tabling and resource fairs such as B.E. S.M.A.R.T. Alcohol Education and Awareness, BroncoFusion, Orientation, etc.

Annual training and education and awareness programs include, but are not limited to, the programs listed in the following table. Training and programs can be developed and/or tailored to suit specific needs.
**Sexual Violence – Prevention, Education and Awareness Programs**

**Sexual Assault, Domestic Violence, Dating Violence, and Stalking (VAWA- Violence Against Women Act)** Educational programs and campaigns to promote the awareness of these topics. Most programs offered are evidence-based.

Please refer to the following definitions and program characteristics as provided in the tables below.

- **Program Types**: Primary prevention programs (PP), bystander intervention programs (BI), awareness programs (A), risk reduction programs (RR), and ongoing prevention and awareness campaigns (OPAC)
- **Effective Program Characteristics (Effective Prog Char)**: 1) culturally relevant, 2) inclusive of diverse communities and identities, 3) sustainable, 4) responsive to community needs, 5) informed by research or assessed for value, effectiveness or outcome; and 6) considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels
- **Sexual violence (Sexual assault, domestic violence, dating violence, stalking)** - On-line education and prevention, training presentations and workshops regarding Title IX campus procedures, resources, referrals to on and off campus resources — Sexual Violence (SV)

### Office of Equity and Compliance (OEC)

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<tr>
<th>Program Title</th>
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<th>Program Type</th>
<th>Description</th>
<th>Frequency</th>
<th>Target Audience</th>
<th>Effective Program Char</th>
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<td>UPD, SAS, Student Health Services, Counseling and Psychological Services (CAPS), Student Conduct &amp; Integrity (SCI), OEC</td>
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<td>Sexual violence (Sexual assault, domestic violence, dating violence, stalking) on-line education and prevention, training re: Title IX campus procedures, referral to on and off campus resources —</td>
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<td>All Faculty, Staff &amp; Administrators</td>
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<tr>
<td>Program Title</td>
<td>Responsible Dept</td>
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<td>Description</td>
<td>Frequency</td>
<td>Target Audience</td>
<td>Effective Program Char</td>
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<tr>
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<td>Sexual Violence and DHR with expanded curriculum for target audience</td>
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<tr>
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<td>Description</td>
<td>Frequency</td>
<td>Target Audience</td>
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<tr>
<td>Title IX</td>
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<tr>
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<tr>
<td>Title IX</td>
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<td>Sexual Violence</td>
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<td>New &amp; Ongoing Students; Club Organizations</td>
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<tr>
<td>Title IX</td>
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<tr>
<td>Title IX</td>
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<td>Sexual Violence</td>
<td>By request</td>
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<tr>
<td>Title IX/DHR</td>
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<td>PP, BI, RR, OPAC</td>
<td>Sexual Violence &amp; Discrimination, Harassment and Retaliation (DHR) laws, campus policies and procedures</td>
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<td>Title IX/DHR - Supplemental Training</td>
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<tr>
<td>Title IX/DHR</td>
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<td>Description</td>
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<td>Title IX/DHR</td>
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<td>Sexual Violence &amp; Discrimination, Harassment and Retaliation (DHR) laws, campus policies and procedures</td>
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<td>Sexual Violence and DHR with expanded curriculum for target audience</td>
<td>Annual</td>
<td>Employees &amp; Students; University Housing - Resident Advisors &amp; inter-Hall Council</td>
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<td>Diversity &amp; Inclusion</td>
<td>OEC</td>
<td>PP, BI, RR, OPAC</td>
<td>Presentation including concepts of diversity, inclusion, and social justice</td>
<td>By request</td>
<td>New Students; Incoming Transfer Students &quot;Building a Just and Inclusive Environment&quot;</td>
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<td>Title IX/DHR, Reporting Obligations</td>
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<td>Sexual Violence and DHR with expanded curriculum for target audience</td>
<td>Annual</td>
<td>Employees &amp; Students; Village Housing - Resident Advisors &amp; Student Leaders</td>
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<tr>
<td>Title IX/DHR, Reporting Obligations</td>
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<td>Sexual Violence and DHR with expanded curriculum for target audience</td>
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<td>Employees; DRC Interpreters</td>
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<td>New/Returning OSLCC Student Leaders</td>
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<td>New Faculty - &quot;New Faculty Institute&quot;</td>
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<tr>
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<td>Sexual Violence and DHR with expanded curriculum for target audience</td>
<td>By request</td>
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<tr>
<td>Title IX</td>
<td>OEC</td>
<td>PP, BI, RR, OPAC</td>
<td>Sexual Violence</td>
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<td>New &amp; Ongoing Students; START Training</td>
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<td>Program Title</td>
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<td>Frequency</td>
<td>Target Audience</td>
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<td>Title IX</td>
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<td>Sexual Violence</td>
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<td>New &amp; Ongoing Students; MPHC Greek Orgs</td>
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<td>New &amp; Ongoing Students; IFC Title IX Training (Nu Alpha Kappa, Phi Kappa Tau, Pi Kappa Alpha, Pi Kappa Phi)</td>
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<td>New &amp; Ongoing Students; IFC Title IX Training (Sigma Alpha Epsilon, Triangle, Sigma Chi, Tau Kappa Epsilon)</td>
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<td>Annual</td>
<td>New &amp; Ongoing Students; Panhellenic Title IX Training (Chi Omega, Alpha Xi Delta, Kappa Delta)</td>
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<tr>
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<td>Annual</td>
<td>New &amp; Ongoing Students; Panhellenic Title IX Training (Chi Omega, Alpha Xi Delta, Kappa Delta)</td>
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<td>Diversity &amp; inclusion</td>
<td>OEC</td>
<td>PP, BI, RR, OPAC</td>
<td>Presentation for academic course includes concepts of diversity, inclusion, and social justice</td>
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<td>New &amp; Ongoing Students; Biology 5800L Students</td>
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<tr>
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### Survivor Advocacy Services (SAS)

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<tr>
<td>Healthy relationships, consent, sexual assault prevention topics</td>
<td>SAS Campus wide</td>
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<td>Students; Employees</td>
<td>1-6</td>
</tr>
</tbody>
</table>

### Student Health and Wellness Services

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Responsible Dept</th>
<th>Type</th>
<th>Description</th>
<th>Frequency</th>
<th>Target Audience</th>
<th>Effective Program Char</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Hut Sexual Health and STI's</td>
<td>Bronco Wellness Center</td>
<td>PP, RR</td>
<td>Mobile pop up station that provides students with a prevention and intervention activities for healthy living</td>
<td>Semester</td>
<td>Students</td>
<td>1-6</td>
</tr>
<tr>
<td>Sex in the Dark</td>
<td>Bronco Wellness Center</td>
<td>PP, RR</td>
<td>Anonymous Q&amp;A – Expert panel provides information on sexual health and related topics</td>
<td>By Request</td>
<td>Students</td>
<td>1-6</td>
</tr>
</tbody>
</table>
## Birth Control Options

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Responsible Department</th>
<th>Type</th>
<th>Description</th>
<th>Frequency</th>
<th>Target Audience</th>
<th>Effective Program Char</th>
</tr>
</thead>
<tbody>
<tr>
<td>Let’s Talk About Sex</td>
<td>University Housing; Biology Dept.; African American Student Center; Nutrition Dept.; University Village</td>
<td>PP, RR</td>
<td>Comprehensive presentation on birth control, including options available in the U.S. and which options are available on campus.</td>
<td>Monthly; by request</td>
<td>Students</td>
<td>1-6</td>
</tr>
<tr>
<td>ATOD/ Sexual Health</td>
<td>Bronco Dreamers Resource Center</td>
<td>PP, RR</td>
<td>Interactive presentation covers STD prevention and testing, common forms of pregnancy prevention, communication, and emotional aspects of sexual activity.</td>
<td>Monthly; by request</td>
<td>Students</td>
<td>1-6</td>
</tr>
</tbody>
</table>

## University Housing Services, Foundation Housing Services (the Village)

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Responsible Department</th>
<th>Type</th>
<th>Description</th>
<th>Frequency</th>
<th>Target Audience</th>
<th>Effective Program Char</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIV and STI Testing</td>
<td>Foundation Housing – ResEd</td>
<td>PP, A, RR</td>
<td>By need</td>
<td>Students</td>
<td>1, 2, 3, 4</td>
<td></td>
</tr>
<tr>
<td>Healthy Relationships</td>
<td>Foundation Housing – ResEd</td>
<td>PP, A, RR</td>
<td>By need</td>
<td>Students</td>
<td>1, 2, 3, 4, 6</td>
<td></td>
</tr>
<tr>
<td>Program Title</td>
<td>Responsible Department</td>
<td>Type</td>
<td>Description</td>
<td>Frequency</td>
<td>Target Audience</td>
<td>Effective Program Char</td>
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</tr>
<tr>
<td>Body Positivity</td>
<td>Foundation Housing – ResEd</td>
<td>PP, A, RR</td>
<td>By need</td>
<td>Students</td>
<td>1, 2, 3</td>
<td></td>
</tr>
<tr>
<td>Are You Swiping Right?</td>
<td>Foundation Housing – ResEd</td>
<td>PP, A, RR</td>
<td>By need</td>
<td>Students</td>
<td>1, 2, 3, 4</td>
<td></td>
</tr>
<tr>
<td>Pleasure Program</td>
<td>Foundation Housing – ResEd</td>
<td>RR</td>
<td>By need</td>
<td>Students</td>
<td>1, 2, 3, 4</td>
<td></td>
</tr>
<tr>
<td>I like You Berry Much: Healthy Relationships and Setting Boundaries</td>
<td>Foundation Housing – ResEd</td>
<td>A, RR</td>
<td>By need</td>
<td>Students</td>
<td>1, 2</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>The Great Condom Olympics</td>
<td>UHS</td>
<td>PP, A, RR</td>
<td>Residents learn about making healthy choices regarding their sexual health.</td>
<td>Once</td>
<td>Students</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>Get Boo’d Up</td>
<td>UHS</td>
<td>PP, A, RR, BI</td>
<td>Residents provided with information regarding consent and how/where to report if consent is not given and speaking up for a fellow community member.</td>
<td>Once</td>
<td>Students</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>No Glove, No Love…It’s Condom Sense!</td>
<td>UHS, Wellness Services</td>
<td>PP, A, RR, OPAC</td>
<td>STD prevention and testing, pregnancy prevention, communication, emotional aspects of sexual activity.</td>
<td>Once</td>
<td>Students</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>Condoms Are No Trick, STDs Are No Treat</td>
<td>UHS, Wellness Services</td>
<td>PP, A, RR</td>
<td>Safe sex during Halloween, topics: STD prevention/testing, common forms of pregnancy prevention, communication, emotional aspects of sexual activity.</td>
<td>Once</td>
<td>Students</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>Program Title</td>
<td>Responsible Department</td>
<td>Type</td>
<td>Description</td>
<td>Frequency</td>
<td>Target Audience</td>
<td>Effective Program Char</td>
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</tr>
<tr>
<td>Toxic Relationships? Thank you next!</td>
<td>UHS</td>
<td>PP, A, RR</td>
<td>RA talked about the differences between healthy and toxic relationships not only romantically, but friendships as well.</td>
<td>Once</td>
<td>Students</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>Bae Goals</td>
<td>UHS</td>
<td>PP, A, RR</td>
<td>Residents learned about what it means to have a healthy relationship. They also learned new ideas on how to keep their relationships healthy as it gets closer to Valentine’s Day.</td>
<td>Once</td>
<td>Students</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>Can’t Buy Me Love</td>
<td>UHS</td>
<td>PP, A, RR</td>
<td>Residents will understand healthy relationship characteristics, including healthy friendships.</td>
<td>Once</td>
<td>Students</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>BAEgoals with bagels</td>
<td>UHS</td>
<td>PP, A, RR</td>
<td>RAs discussed with residents healthy relationship habits.</td>
<td>Once</td>
<td>Students</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>Sex in a Cup</td>
<td>UHS</td>
<td>PP, A, RR</td>
<td>This activity allowed residents to get to know each other in other by mingling as well as learn about the dangers of unprotected sex.</td>
<td>Once</td>
<td>Students</td>
<td>1, 2, 4</td>
</tr>
</tbody>
</table>
DEFINITIONS PER EXECUTIVE ORDERS 1095-1097

These policy definitions are derived from the local jurisdiction, and based on the California Penal Code, the California Family Code, and the California Evidence Code. In some instances, these definitions may differ slightly from the federal definitions set forth in the next section for mandatory crime statistic reporting. For reportable crime statistics, the Clery Act regulations mandate definitions from the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Handbook.

In 2020, through Secretary of Education Betsy DeVos, the United States Department of Education, Office for Civil Rights (OCR) issued and amended federal regulations (Federal Regulations) implementing Title IX of the Education Amendments of 1972. The Federal Regulations are titled Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (34 C.F.R. 106). The Federal Regulations were published in the Federal Register on May 19, 2020. The Federal Regulations have been implemented in CSU policy by way of an Addendum to Executive Orders 1096 and 1097 known as “Addendum B – Federal Mandated Hearing Addendum.” The definitions required by the Federal Regulations are included below and identified as “Addendum B Definitions.” These definitions will apply where the campus Title IX Coordinator determines that a Formal Complaint of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking falls within the scope of Addendum B. Additional Executive Order definitions are included. These definitions apply to conduct that falls outside of the scope of Addendum B.

SEX DISCRIMINATION
An adverse action taken against an individual because of gender or sex (including Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking) as prohibited by Title IX; Title IV; VAWA/Campus SaVE Act; California Education Code § 66250 et seq.; and/or California Government Code § 11135. See also Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act (Cal. Govt. Code § 12940 et seq.), and other applicable laws. Persons of all genders and gender identities can be victims of Sex Discrimination.

ADDENDUM B: SEXUAL HARASSMENT
Sexual Harassment means conduct on the basis of Sex that satisfies one or more of the following:

1. An Employee conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity.

EXECUTIVE ORDER: SEXUAL HARASSMENT
Sexual Harassment 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 or work environment that are unrelated to the coursework or employment. Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. The University’s policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, or Stalking, subject to University policy.

EXECUTIVE ORDER: 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. Persons of all genders can be victims of these forms of Sexual Misconduct. Sexual activity with a minor is never consensual when the complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.

ADDENDUM B: SEXUAL ASSAULT:
a. Rape is the penetration, or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Affirmative Consent of the Complainant. Rape also includes the attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Affirmative Consent of the Complainant, with the present ability and the intent to commit Rape.

b. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the Affirmative Consent of the victim, including instances where the Complainant is incapable of giving Affirmative Consent because of their age or because of their temporary or permanent mental incapacity.

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

d. Statutory Rape is sexual intercourse with a person who is under the age of 18 years, the California statutory age of consent.

**AFFIRMATIVE CONSENT (Applicable in Addendum B and non-Addendum B matters)**

An informed, affirmative, conscious, voluntary, and mutually agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure Affirmative Consent has been obtained from the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence mean consent. Affirmative Consent must be voluntary, and given without coercion. Force, threats, or intimidation.

- The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of Affirmative Consent. A request for someone to use a condom or birth control does not, in and of itself, constitute Affirmative Consent.
- Affirmative Consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- Affirmative Consent cannot be given by a person who is incapacitated. A person is unable to consent when asleep, unconscious or is incapacitated due to the influence of drugs, alcohol or medication so that the person could not understand the fact, nature or extent of the sexual activity. A person is incapacitated if they lack the physical and/or mental ability to make informed, rational decisions.
- Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person’s decision-making ability, awareness of consequences, and ability to make informed judgments. A person’s own intoxication or incapacitation
from drugs or alcohol does not diminish that person’s responsibility to obtain Affirmative Consent before engaging in sexual activity.

• A person with a medical or mental disability may also lack the capacity to give consent.
• Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving consent due to age.
• It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:
  o The person was asleep or unconscious;
  o 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;
  o The person was unable to communicate due to a mental or physical condition.
• It shall not be a valid excuse that the respondent believed that the person consented to the sexual activity under either of the following circumstances:
  o The respondent’s belief in Affirmative Consent arose from the intoxication or recklessness of the respondent;
  o The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.

ADDENDUM B: DOMESTIC VIOLENCE
Physical violence or threat of physical violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant.

EXECUTIVE ORDER: DOMESTIC VIOLENCE
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 self, or another. Abuse does not include non-physical, emotional distress or injury.

ADDENDUM B: DATING VIOLENCE
Physical violence or threat of physical violence committed by a person—
a. who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and

b. where the existence of such a relationship shall be determined based on a consideration of the following factors:

i. The length of the relationship.

ii. The type of relationship.

iii. The frequency of interaction between the persons involved in the relationship.

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

ADDENDUM B: STALKING
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

EXECUTIVE ORDER: STALKING
Engaging in a repeated Course of Conduct directed at a specific person that would cause a Reasonable Person to fear for his or her safety or the safety of others, or to suffer Substantial Emotional Distress. For purposes of this definition:

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

• Reasonable Person means a reasonable person under similar circumstances and with the same Protected Status(es) as the complainant;

• Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

• Protected Status includes Age, Disability (physical or mental), Gender (or sex), Genetic Information, Gender Identity or Expression, Nationality, Marital Status, Race or Ethnicity, Religion, Sexual Orientation, and Veteran or Military Status.

PROCEDURES FOR REPORTING A CRIME OF SEXUAL VIOLENCE/Sexual Misconduct

Call 9-1-1 in any kind of emergency, or when facing immediate harm or threat of harm.
Persons who have experienced Sexual Misconduct/Sexual Assault, including Rape, Dating Violence, Domestic Violence, or Stalking, are encouraged to seek immediate assistance from police and healthcare providers for their physical safety, emotional support and medical care. University or local police can escort victims to a safe place and transport them to a hospital for medical treatment, if needed. University police can also provide access to a Sexual Assault Victim Advocate. Regardless of whether an individual chooses to notify the police, they are strongly encouraged to seek assistance from the campus Title IX Coordinator and/or a Sexual Assault Victim Advocate or counselor who can provide information on options, rights and remedies.

A written explanation of rights and options must be provided to a Student, Employee or Third Party who reports to the University that s/he has been a victim of Sexual Misconduct/Sexual Assault, Dating or Domestic Violence, or Stalking, whether the offense occurred on or off Campus. It is the Title IX Coordinator’s responsibility to ensure this written Notice is provided to the complainant/victim(s). The Title IX Coordinator annually provides the written explanation of Rights and Options for Victims of Sexual Misconduct/Sexual Assault, Dating or Domestic Violence, or Stalking (Attachment C in Executive Order 1095) to all members of the campus community including Sexual Misconduct/Sexual Assault, Dating or Domestic Violence, or Stalking victims. This includes information on preservation of evidence, how and to whom to report the alleged offense, the options available regarding and involving law enforcement and campus authorities (including notification of law enforcement authorities, being assisted by campus authorities in notifying law enforcement if the victim chooses, and declining to notify the authorities), and notification of the rights of victims to seek orders of protection and request “no-contact” orders, and restraining orders.

Victims have the right to decide who and when to tell about Sexual Misconduct/Sexual Assault, Dating and Domestic Violence, and Stalking. However, it is very important that they get medical attention after being assaulted. Following the incident, a victim may be physically injured, may have contracted a sexually transmitted disease, or may become pregnant.

The University’s primary concern is the safety and well-being of every member of the campus community. The use of alcohol or drugs never makes the victim at fault. If a campus community member has experienced Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking they should not be deterred from reporting the incident out of a concern that they might be disciplined for related violations of drug, alcohol, or other University policies. A person who participates in investigations or proceedings involving Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking will not be subject to discipline for related violations of the Student Conduct Code or other University policies at or near the time of the incident unless the University determines the conduct places the health and safety of another person at risk, or is otherwise egregious.

The University encourages victims of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking to talk to someone about what happened – so they can get the support they need, and so the University can respond appropriately. Whether – and the extent to which – a University employee may agree to maintain confidentiality (and not disclose information to the Title IX Coordinator) depends on the employee’s position and responsibilities at the University. The following information is intended to make everyone aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about
where to turn for help. The University strongly encourages victims to talk to someone identified in one or more of these groups.

Certain University employees, listed below, are required by law to maintain near or complete confidentiality; talking to them is sometimes called a “privileged communication.” University law enforcement employees may maintain the victim’s identity as confidential, if requested by the victim, but will report the facts of the incident to the Title IX Coordinator, including the identity of the perpetrator. Most other University employees are required to report all details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator so the University can take immediate action to protect the victim, and take steps to correct and eliminate the misconduct.

University Police, the Title IX Coordinator, University-employed physicians, professional counselors, licensed clinical social workers, sexual assault and domestic violence counselors and advocates, and certain other University employees are required to explain to victims their rights and options with respect to confidentiality.

**PRIVILEGED AND CONFIDENTIAL REPORTS**

Treating physicians, psychotherapists, professional counselors, and clergy who work or volunteer providing medical or mental health treatment or counseling (including those who act in that role under their supervision may not report any information about an incident of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking to anyone else at the University, including the Title IX Coordinator, without the victim’s consent. A victim can seek assistance and support from physicians, psychotherapists, professional, licensed counselors, and clergy without triggering a University investigation that could reveal the victim’s identity or the fact of the victim’s disclosure. However, see limited exceptions below regarding when these professionals must report to local law enforcement agencies. These confidential professionals should explain these limited exceptions to victims, if applicable.

The University will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to (1) speak only to a treating physician, psychotherapist, professional counselor, or clergy member, and (2) maintain complete confidentiality. Even so, these individuals will assist victims in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the University and a separate complaint with local or University Police. If a victim insists on confidentiality, the University will likely not be able to fully assist the victim with: University academic support or accommodations; changes to University-based living or working schedules; or adjustments to course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the University or report the incident to the police, and thus have the incident fully investigated. Counselors and advocates can provide victims with that assistance if requested. Treating physicians, psychotherapists, professional counselors, and clergy will also explain that Title IX includes protections against retaliation, and that the University will not only take steps
to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

EXCEPTIONS TO CONFIDENTIALITY

Under California law, any health practitioner employed in a health facility, clinic, physician's office, or local or state public health department or clinic is required to make a report to local law enforcement if they provide medical services for a physical condition to a patient/victim who they know or reasonably suspects is suffering from (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including Sexual Misconduct/Sexual Assault, Domestic Violence, and Dating Violence).

This exception does not apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims, if applicable.

Additionally, under California law, physicians, psychotherapists, professional counselors, licensed clinical social workers, clergy, and sexual assault and domestic violence counselors and advocates are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to victims, if applicable. Finally, some or all 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; (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the sexual violence incident. If applicable, these professionals will explain this limited exception to victims.

PRESERVATION OF EVIDENCE

In cases of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking, the preservation of physical evidence is important to facilitate the identity and successful prosecution of the offender. The victim should not change clothes, bathe, douche, or shower following the attack. Sexual Assault Response Team (S.A.R.T.) medical personnel are trained to collect, process, and preserve physical evidence of Sexual Misconduct, and are committed in their assistance to the victim. Victims may request a S.A.R.T. exam to preserve forensic evidence without completing a police report. This evidence may be used in the case a victim wishes to report the assault at a later date. Victims are not financially responsible for S.A.R.T. exams and the cost will be the responsibility of the local law enforcement jurisdiction.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection orders related to the incident more difficult. Victims who choose not to make a complaint regarding an incident, nevertheless should consider speaking with University
Police or other law enforcement to preserve evidence in the event that they change their mind and wish to report the assault at a later date.

A victim has the right to have a confidential advocate present when reporting to law enforcement and during examinations. With the victim's consent, the confidential advocate will assess the victim's immediate needs and provide support and referral as appropriate. This confidential assistance may include: counseling, information concerning rape trauma syndrome; information on the collection of medical evidence and available health services to test for injuries, sexually transmitted diseases, and/or pregnancy. Assistance is also available with access to other resources and services, including assistance in obtaining emergency protection orders and restraining orders.

REPORTING OPTIONS

Victims have several reporting options including those with confidentiality, and may pursue one or all of these options at any time. Victims have a right to have a friend, family member, sexual assault victim advocate, or other representative present while reporting the incident. They also have the right to have a sexual assault victim advocate and support person of their choice present with them during a rape examination. The campus Title IX Coordinator can assist in notifying the police. Victims may also take any of the actions below.

REPORTING TO THE POLICE

Reporting to University Police and/or local police is an option at any time. Victims who choose not to report to the police immediately following a Sexual Misconduct/Sexual Assault, Dating and Domestic Violence, or Stalking incident, can still make the report at a later time. However, with the passage of time, the ability to gather evidence to assist with criminal prosecution may be limited. Depending on the circumstances, the police may be able to obtain a criminal restraining order on the victim's behalf.

As soon after the incident as possible, victims of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking are strongly encouraged to report the incident to the police. Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking may be reported to the University Police Department by dialing 911. The University Police will support all victims of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking regardless of their decision to seek criminal prosecution of the offender or not. Victims have the option to report anonymously to the police and the decision to seek criminal prosecution remains with the victim. University Police will protect the confidentiality of the victim to the extent permitted by applicable California State law.

If a victim reports to a local police agency or the University Police about Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests that their identity be kept confidential, their name will not become a matter of public record and the police will not report the victim's identity to anyone else at the University, including the Title IX Coordinator. University Police will, however, report
the facts of the incident itself, including the identity of the perpetrator if known, to the Title IX Coordinator being sure not to reveal the victim names/identities or compromise their own criminal investigation. The University is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the University will report the type of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed.

REPORTING TO A CSA
Any member of the University community may report incidents of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence or Stalking to any Campus Security Authority (CSA's). These University personnel will assist the victim in notifying the appropriate law enforcement agency if the victim requests the assistance of law enforcement. In addition, most campus employees including CSA's are required to report incidents of Sexual Misconduct/Sexual Assault, Dating Violence, Dating Violence and Stalking to the Title IX Coordinator. Title IX Coordinator reporting responsibilities are described in detail below.

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

ADMINISTRATIVE
Victims may report to the campus Title IX Coordinator, who will provide written and verbal information regarding applicable University complaint procedures for investigating and addressing the incident. The Title IX Coordinator will also provide information regarding resources available to victims, as well as information regarding their rights and options. Contact information for the Title IX Coordinator is listed above.

The Campus Title IX Coordinator will also provide information regarding any reasonable Supportive Measures the University may offer prior to conclusion of an investigation to reduce or eliminate negative impact and provide available assistance. Examples include: adjustment to work assignments, housing locations, course schedules or supervisory reporting relationship; mutual restrictions on contact between the Complainant and the Respondent; leaves of absence; or campus escorts. These options may be available whether or not the victim chooses to report the incident to Campus police or law enforcement. The Title IX Coordinator remains available to assist the victim and provide reasonable Supportive Measures requested throughout the reporting, investigative, and disciplinary processes, and thereafter.

REPORTING TO A TITLE IX COORDINATOR OR RESPONSIBLE EMPLOYEE
Many resources and options are available on and off campus including confidential and privileged communication options. The University has designated a Title IX Coordinator as the primary point of contact to provide victims with assistance and support, and to monitor and oversee overall compliance with laws and policies related to Sexual Misconduct/Sexual Assault, Dating and Domestic Violence, and Stalking. The campus Title IX Coordinator is available to explain and discuss rights to file a criminal complaint and to assist in doing so; the University’s relevant formal complaint process, and rights to receive assistance with that process, including
the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

Most University employees have a duty to report disclosed incidents of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking when they are on notice of it. When a victim tells the Title IX Coordinator or another non-confidential University employee about a Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking incident, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. In all cases, the University strongly encourages victims to report Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking directly to the campus Title IX Coordinator.

As detailed above, most University employees except treating physicians, licensed counselors, and clergy must report to the Title IX Coordinator all relevant details about any Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking incidents of which they become aware. The University will need to determine what happened and will need to know the names of the victim(s) and the alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other University employees will be kept private and shared only with individuals responsible for handling the University’s response to the incident. Any Supportive Measures will remain confidential except when it is not possible to maintain confidentiality in order to provide the Supportive Measures. The University will protect the privacy of individuals involved in a Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking incident except as otherwise required by law or University policy. A Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking report may result in the gathering of extremely sensitive information about individuals in the campus community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the victim’s identity and privacy and the privacy of other involved individuals. Except as detailed in the section on Privileged and Confidential Communications above, no University employee, including the Title IX Coordinator, should disclose the victim’s identity to the police without the victim’s consent or unless the victim has also reported the incident to the police.

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

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

- Provide Supportive Measures requested by the victim and the other party to a complaint, if they are reasonably available, regardless of whether the victim chooses to report to campus or local police;
- Assist victims in accessing available victim advocacy, academic support, counseling, disability, medical/health or mental health services, and legal assistance both on and off campus;
- Assist victims in accessing available financial aid assistance, assistance with transportation, and visa or immigration assistance.
- Provide security and support, which could include issuing a mutual no-contact order, helping arrange a change of campus-based living or working arrangements or course schedules or adjustments for assignments, tests, or work duties; and
- Inform victims of their right to report a crime to University or local police – and provide victims with assistance if desired.

The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures. Supportive Measures will remain confidential except when it is not possible to maintain confidentiality in order to provide the Supportive Measures.

The University will not require a victim to participate in any investigation or disciplinary proceeding if the victim does not wish to participate.

The University will not generally notify parents or legal guardians of a Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking report unless the victim is under 18 years old or the victim provides the University with written permission to do so.

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

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

Because the University is under a continuing legal obligation to address the issue of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking campus-wide, reports (including non-identifying reports) may also require the University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported incident(s) occurred; increased education, training and prevention efforts, including to targeted population groups; climate assessments/victimization surveys; and/or revision of policies and practices.

NON-REPORTING

Victims are strongly encouraged to formally report any incident of Sexual Misconduct/Sexual Assault, Dating and Domestic Violence, or Stalking to the police and/or campus Title IX Coordinator so that steps may be taken to protect them and the rest of the campus community. However, non-reporting is also an option.

CIVIL LAWSUIT

Victims may choose to file a civil lawsuit against the perpetrator, whether or not criminal charges have been filed. A civil lawsuit provides the opportunity to recover actual damages, which may include compensation for medical expenses, lost wages, pain, suffering and emotional distress.

RESTRAINING ORDERS

Victims may also choose to obtain a protective or restraining order (such as a Domestic Violence restraining order or a civil harassment restraining order). Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can protect victims who have experienced or are reasonably in fear of physical violence, Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking. The campus Title IX Coordinator or Sexual Assault Victim’s Advocate can offer assistance with obtaining a protective or restraining order.

Restraining Order Procedures and Court Contact Information

The following describes the basic first steps, including addresses and phone numbers for the applicable courts, in order to obtain protective orders in the campus jurisdiction and surrounding areas.

If you are in immediate danger, call 911. If a court is closed, a law enforcement officer may be able to obtain an Emergency Protective Order, which is typically in effect for 5-7 days. A police officer responding to a domestic violence incident may call a judge (at any time, day or night) and request an emergency protective
order to be effective immediately. A police officer's assistance is needed to obtain an emergency protective order.

A victim may apply for a temporary restraining order at a County Courthouse. You should attempt to obtain a restraining order in the location where the abuse or harassing behavior is occurring (e.g. city, municipality or on campus). If the abuse or harassing behavior is occurring in multiple locations, contact the the County Courthouse in the county of your residence.

California Forms for all Restraining Orders are standardized and may downloaded at [https://www.courts.ca.gov/forms.htm?filter=DV](https://www.courts.ca.gov/forms.htm?filter=DV).

The Cal Poly Pomona Title IX office can provide support with restraining orders, although they cannot provide legal advice.

Courthouse which has jurisdiction over Cal Poly Pomona:

**Los Angeles County**

Pomona Courthouse South
400 Civic Center Plaza
Pomona, CA. 91766
(909) 802-1100
[http://www.lacourt.org/courthouse](http://www.lacourt.org/courthouse)

Courthouses in neighboring counties:

**San Bernardino County**

Rancho Cucamonga District
8303 Haven Avenue
Rancho Cucamonga, CA. 91730
(909) 350-9764
[https://www.sb-court.org/locations](https://www.sb-court.org/locations)

**Orange County**

North Justice Center
1275 Justice Center Avenue
Fullerton, CA. 92832
(657) 622-5600
[https://www.occourts.org/locations/](https://www.occourts.org/locations/)
DISCIPLINARY PROCEDURES

The investigation and hearing process (when applicable) from initial formal complaint to final result shall be prompt, fair, and impartial. An investigator will meet separately with the complainant and the respondent and other potential witnesses to gather information.

Victims are not required to participate in any University disciplinary process and may choose not to be a part of it. Disciplinary procedures will:
- Provide a prompt, fair, and impartial process and resolution;
- Be conducted by officials who receive annual training on Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, and Stalking and how to conduct a hearing process that protects members of the campus community and promotes accountability;
- Provide the complainant and respondent the same opportunity to be accompanied to any related meeting or proceeding by the Support Advisor of their choice;
- Simultaneously inform the complainant and respondent in writing of:
  - The outcome of the disciplinary proceeding;
  - The University’s procedures to appeal the results of the disciplinary proceeding;
  - Any change to the disciplinary results that occurs prior to the time such results become final;
  and
  - When disciplinary results become final.

COMPLAINT PROCEDURES

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

Filing a Complaint or Making a Report
Cal Poly Pomona supports and encourages prompt reporting of sexual misconduct. Reporting provides resources to victims and contributes to keeping the campus safe.

Our campus Title IX Coordinator or Deputy Title IX Coordinator are available to explain and discuss:

- rights and options;
- 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
Instances of sexual misconduct may violate both the University's sexual misconduct policy and the law. Therefore, if you believe you have been the victim of sexual misconduct, you have several reporting options, and you may pursue one or all of these options at any time. It is your right to have a friend, family member, sexual assault advocate, or other representative present with you while reporting the incident.

To report an incident, you can contact our office at (909) 869-4646 or officeofequity@cpp.edu. Your report will be accepted in any language.

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

COMPLAINTS MADE BY STUDENTS
Executive Order 1097, entitled "Systemwide Policy Prohibiting Discrimination, Harassment, and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Students and Systemwide Procedure for Addressing Such Complaints by Students" is the appropriate systemwide procedure for all complaints of Sex Discrimination, Sexual Harassment, Sexual Misconduct, 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 can be viewed at https://calstate.policystat.com/policy/6742744/latest/

COMPLAINTS MADE BY EMPLOYEES, FORMER EMPLOYEES, THIRD PARTIES, AND APPLICANTS FOR EMPLOYMENT
Executive Order 1096, entitled “Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct/Sexual Assault, Dating and Domestic Violence, and Stalking Against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties” is the appropriate systemwide procedure for all complaints of Sex Discrimination, Sexual Harassment, Sexual Misconduct, 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 Misconduct, Domestic Violence, Dating Violence, and Stalking shall use the grievance procedure specified in their collective bargaining agreement.
Executive Order 1096 can be viewed at https://calstate.policystat.com/policy/6743499/latest/
COMPLAINTS MADE BY STUDENT-EMPLOYEES

Executive Order 1096 is the appropriate system-wide procedure for all complaints of Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking, made by student-employees where the alleged Sex Discrimination, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking arose out of the person's status as an employee and not their status as a student. Executive Order 1096 can be viewed at https://calstate.policystat.com/policy/6743499/latest/

When the Title IX Coordinator receives a Formal Complaint, or where new information or events arise, the Title IX Coordinator will assess whether the Formal Complaint meets the requirements of the Federal Regulations to move forward under the process in Addendum B. A determination that allegations in a Formal Complaint do not meet the requirements of the Federal Regulations will result in a dismissal of the allegations in the Formal Complaint that do not meet the requirements and, in some cases, a referral of the allegations to another process as the University may have an obligation to address the matter under other laws and policies.

Written notice of a mandatory or discretionary dismissal and reason(s) for the dismissal will be sent Simultaneously to the Parties when a Title IX Coordinator dismisses a Formal Complaint. The notice will inform the Parties of their right to appeal the dismissal, whether the matter will be referred to another process and the process for submitting an appeal. This notice may be accompanied by a Notice of Allegations, as described in Article VI. below, where a Notice of Allegations has not already been provided.

Either Party may appeal from a dismissal of a Formal Complaint or any part of the Complaint. The appeal must be filed within 10 Working Days from the date of the Notice of Dismissal. The appeal will be in writing and will be based only on one or more of the following grounds: a procedural irregularity occurred that affected the dismissal of the Formal Complaint; new evidence that was not reasonably available at the time the dismissal decision was made that could affect the decision to dismiss the Formal Complaint; or the Title IX Coordinator (or designee) who dismissed the Formal Complaint had a conflict of interest or bias for or against the complainant or respondent in this case or complainants or respondents in general.

Appeals will be filed with the Chancellor's Office (CO) and will be addressed to:
Systemwide Title IX Unit
Systemwide Human Resources
Office of the Chancellor
TIX-Dismissal-Appeals@calstate.edu

If you are unable to file an appeal or a response to an appeal electronically, please contact the Campus Title IX Office for assistance.

When an appeal is submitted, the other Party as well as the Campus Title IX Coordinator will be notified in writing. In response to the appeal, the other Party will be given 5 Working Days from their receipt of notice of
the appeal to submit a written statement in support of or challenging the dismissal. Within 10 Working Days of the CO’s receipt of the appeal, the Parties will Simultaneously receive (via email) a written decision with explanation.

The CO review will not involve a new assessment of the Dismissal/Referral or consideration of evidence that was not introduced during the Campus review, unless the new evidence was not reasonably available at the time of the review.

If the CO review determines that the Dismissal/Referral should be reviewed to cure any defects, the matter will be remanded back to the Campus to reassess within a timeframe specified by the CO. The Parties will be informed Simultaneously of the review and the timeframe. Once the review is complete the Campus will provide the Parties and the CO with either a Notice of Dismissal/Referral or Notice of Allegations, depending on the outcome, that reflects any changes to the determination. The notice will inform the Parties of their right to appeal and the CO will contact the appealing Party to determine whether that Party wishes to continue with the appeal.

The CO appeal response is final and concludes the Dismissal/Referral process under Addendum B. If there is a mandatory dismissal of a Formal Complaint, it does not preclude the Campus from later identifying a relevant policy or policies that address the alleged conduct, notifying the Parties of the policy or policies, and moving forward under the procedures of those policies.

When the Title IX Coordinator receives a Formal Complaint, the Title IX Coordinator will Simultaneously provide both Parties a written Notice of Allegations.

The Notice of Allegations will be provided to both Parties regardless of whether the Formal Complaint must be dismissed. See section above on dismissal of formal complaints. If a Formal Complaint is dismissed at this stage of the process, the Notice of Allegations will also include the Notice of Dismissal and appeal rights.

If new allegations are raised during the investigation that were not included in the Notice of Allegations, a revised Notice of Allegations will be issued Simultaneously to the Parties.

If the Notice of Allegations also serves as notice of a Respondent’s expected attendance at an interview, it will include details of the date, time, location, participants, and purpose of that interview. The Notice of Allegations must be provided to a Respondent at least 5 Working Days prior to the interview. If a Respondent requests to meet sooner than 5 Working Days after receipt of the Notice of Allegations, they should verbally confirm at the start of the meeting that they are aware that they were provided notice of at least 5 Working days and this confirmation should be documented by the Title IX Coordinator or investigator.

INFORMAL RESOLUTION
At any time prior to the issuance of the Hearing Officer’s Report, if the Title IX Coordinator or either Party believes that it may be possible to resolve the Formal Complaint in a prompt, fair, and reasonable manner without a hearing, the Parties may consider an Informal Resolution that does not involve a full investigation and adjudication, subject to the following:

A. informal Resolution under Addendum B may only be offered where a Formal Complaint has been filed;
B. the University cannot offer or facilitate Informal Resolution under Addendum B to resolve allegations that an Employee sexually harassed a Student; and
C. the University must obtain the Parties’ voluntary, written consent before starting the Informal Resolution process.

Once the Title IX Coordinator determines that Informal Resolution is appropriate, the Parties should Simultaneously be provided written notice regarding Informal Resolution that includes the following:

A. the allegations of Sexual Harassment, as defined by Addendum B;
B. the requirements of the Informal Resolution process including that once the Informal Resolution process is finalized neither Party is permitted to file another Formal Complaint arising from the same allegations;
C. an explanation that at any time prior to agreeing to a resolution, any Party has the right to withdraw from the Informal Resolution process and resume the Formal Complaint process;
D. an explanation of any consequences resulting from participating in the Informal Resolution process, including the records that will be maintained or could be shared; and
E. the Parties’ right to consult with a Support Advisor, if any.

The Title IX Coordinator will oversee the Informal Resolution process and make the final determination on all Informal Resolutions facilitated by the Title IX Coordinator or designee regarding whether the terms agreed to by the Parties are appropriate in light of all of the circumstances of the Formal Complaint. The Informal Resolution process will be completed prior to any determination of responsibility being made, but no later than 60 Working Days after both Parties provide voluntary, written consent to participate in the Informal Resolution process.

The University may not require the Parties to participate in an Informal Resolution process under Addendum B, nor may a Party be required to waive their right to the investigation and adjudication of a Formal Complaint as a condition of enrollment or employment, or continuing enrollment or employment.

The terms of any Informal Resolution must be put in writing and signed by the Parties, and the Title IX Coordinator. Prior to signing the Informal Resolution, the Title IX Coordinator will consult with the Student Conduct Administrator and/or other appropriate University Administrator responsible for the implementation of the terms. Use of electronic signatures is permitted.

Any agreed-upon Remedies and disciplinary sanctions will have the force and effect of sanctions imposed following a hearing.

The resolution will be final and not appealable by either party.
INVESTIGATIVE PROCEDURES

The Title IX Coordinator will either promptly investigate the Formal Complaint or assign this task to another Investigator. If assigned to another Investigator, the Title IX Coordinator will monitor, supervise, and oversee all such delegated tasks, including reviewing all investigation draft reports before they are final to ensure that the investigation is sufficient, appropriate, impartial, and in compliance with the relevant Executive Order, including Addendum B.

Gathering of Evidence

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the University and not on the Parties. The Investigator will take reasonable steps to gather all relevant evidence from the Parties, other witnesses or other sources. The Investigator will document the steps taken to gather evidence, even when those efforts are not successful. Parties should be aware that all evidence Directly Related to the investigation will be provided to the other Party, subject to the exceptions described below. The University cannot access, consider, disclose, or otherwise use a Party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the University obtains that Party's voluntary, written consent to do so for a Formal Complaint process under Addendum B. The University will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present Relevant evidence (for example, contacting a potential witness).

Advisors

Support Advisor-The Complainant and the Respondent may each elect to be accompanied by a Support Advisor to any meeting, interview, or proceeding regarding the allegations that are the subject of a Formal Complaint. The Support Advisor may be anyone, including a union representative from the Complainant's or Respondent's collective bargaining unit, an attorney, or, in the case of the Complainant, a Sexual Assault Victim’s Advocate. The Support Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent or speak on behalf of a Complainant or Respondent. However, the Support Advisor may observe and consult with the Complainant or Respondent.

Hearing Advisor-The Complainant and Respondent must have a Hearing Advisor at the hearing. A Hearing Advisor will be responsible for asking the other Party and any witnesses all Relevant questions and follow-up questions, including those that challenge credibility, during the hearing. During a hearing, Parties may not ask
questions of the other Party or any witnesses. Questioning at the live hearing will be conducted directly, orally, and in real time by the Party’s Hearing Advisor of choice or a Hearing Advisor provided by the University if the Party does not have a Hearing Advisor. The Hearing Advisor may be the same person as the Support Advisor. A Party may have both a Support Advisor and a Hearing Advisor present at a hearing. If a Party does not have a Hearing Advisor to perform questioning during the hearing, the University shall provide the Party with a Hearing Advisor for this purpose.

The Title IX Coordinator or Investigator will explain to the Complainant and Respondent that they may request that their Support Advisor, if any, be copied on communications during the Formal Complaint process. Any such request will be in writing to the Title IX Coordinator or Investigator and should include the Support Advisor’s name and contact information. The Title IX Coordinator or Investigator will also explain that Support Advisors will receive a copy of the evidence and Final Investigation Report, unless the Party specifically directs in writing that this information should not be sent to their Support Advisor. Although reasonable efforts will be made to accommodate Hearing Advisors and Support Advisors, undue delays affecting the complaint resolution timeline will not be permitted. Disruptive, abusive, or disrespectful behavior also will not be tolerated. At the discretion of the Investigator or Title IX Coordinator during meetings or interviews and of the Hearing Officer during hearings, a Hearing Advisor or Support Advisor who engages in disruptive, abusive or disrespectful behavior will not be permitted to participate. If a Hearing Advisor is excused during a hearing, the University will either provide a Party with another Hearing Advisor or allow the Party to obtain another Hearing Advisor. It is within the Hearing Officer’s discretion to proceed with or postpone the hearing in order to address the situation.

Notice of Meetings, Interviews and Hearings

Parties will be provided written notice of the date, time, location, names of participants, and purpose of all meetings and investigative interviews at which their participation is expected. This written notice should be provided with at least 3 Working Days for the Party to prepare to participate in the meeting or interview. This requirement will not apply where a Party themselves requests to meet with the Title IX Coordinator or Investigator or as addressed in Article VI of Addendum B.

If a Party requests to meet sooner than 3 Working Days after receipt of written notice of an investigative interview or meeting, they should verbally confirm at the start of the interview or meeting that they are aware that they were provided notice of at least 3 Working Days and this confirmation should be documented by the Title IX Coordinator or Investigator.

Review of Evidence
Before issuing a final investigation report (Final Investigation Report), the Investigator will send to the Complainant and Respondent, and their respective Support Advisors, if any, all evidence (including evidence upon which the University does not intend to rely) obtained as part of the investigation that is Directly Related to the allegations raised in the Formal Complaint (Preliminary Investigation Report). This includes inculpatory or exculpatory evidence whether obtained from a Party or other source, redacted if required by law.

Each Party will be given a minimum of 10 Working Days for the initial Review of Evidence to respond to the list of disputed facts and evidence and submit additional questions for the other Party and witnesses. This timeframe may be extended at the discretion of the Title IX Coordinator (either on their own or in response to a Party’s request). The extension must be made available to both Parties, who must be notified as such. During the Review of Evidence, each Party may:

- meet again with the Investigator to further discuss the allegations;
- identify additional disputed facts;
- respond to the evidence in writing;
- request that the Investigator ask additional specific questions to the other Party and other witnesses;
- identify additional relevant witnesses; or
- request that the Investigator gather additional evidence.

Final Investigation Report After the Review of Evidence phase is concluded, the Parties will receive a Final Investigation Report that will summarize all Relevant evidence (inculpatory and exculpatory), including additional Relevant evidence received during the Review of Evidence. Any Relevant documentary or other tangible evidence provided by the Parties or witnesses, or otherwise gathered by the Investigator will be attached to the Final Investigation Report as exhibits. As part of an Informal Resolution, at the request of both Parties, Campuses will provide a written preliminary assessment of the evidence by the Title IX Coordinator. Neither the fact nor the substance of the assessment will be shared with the Hearing Officer or considered Relevant at the Hearing. The Final Investigation Report shall be sent to the Parties and their respective Support Advisors, if any, in electronic format (which may include use of a file sharing platform that restricts the Parties and any Support Advisors from downloading or copying the evidence) or hard copy. The Parties and their Support Advisors will be provided 10 Working Days to review and provide a written response to the Final Investigation Report. Campuses will inform Parties not to include any reference to the preliminary assessment and that any such references will be redacted. The written response will be attached to the Final Investigation Report and provided to the Hearing Officer, if appropriate, and the Parties. Any references to a preliminary assessment, assuming one was requested, will be redacted from this written response. No documentation should be provided to the Hearing Officer if an Informal Resolution is reached.
**Timeframe for Completion of Investigation**

Absent a determination of good cause made by the Investigator or Title IX Coordinator (of which the Parties will receive written notice): (i) the investigation should be concluded within 100 Working Days from the date that the Notice of Allegations is provided to the Parties; and (ii) the Final Investigation Report should be completed and provided to the Parties within 10 Working Days after the Review of Evidence has concluded. Extensions may be granted, and notice to the Parties given, as set forth in Article V. E. of EO 1096 and EO 1097. Within 10 Working Days after the Parties have been provided the Final Investigation Report, the Parties will be informed of the timelines that will apply to the pre-hearing and hearing processes described in Article IX below. The Parties will be required to provide the name and contact information for their Hearing Advisor within 5 Working Days after notice of the hearing timeline.

**HEARING PROCEDURES**

A Hearing Coordinator, (either the Student Conduct Administrator, Title IX Coordinator, or other appropriate Administrator) will be responsible for coordinating the hearing process. The Hearing Coordinator’s duties will include: scheduling the hearing; notifying witnesses of the hearing; ensuring that the Hearing Officer is provided with appropriate materials including a copy of the report and any exhibits; coordinating videoconferencing (if necessary); and securing a location for the hearing. The Hearing Coordinator will also act as liaison between the Parties and the Hearing Officer on procedural matters.

The Parties will be given written notice of the date, time, location, participants, and purpose of the hearing, as well as the identity of the Hearing Officer. Notification of the hearing will be sent to the designated CSU campus e-mail address, unless the recipient has specifically requested in writing to the Hearing Coordinator that notice be given to a different e-mail address. Communications from the Hearing Coordinator will be deemed received on the date sent. The hearing will not be set sooner than 20 Working Days after the date of notice of hearing.

Any objections to an appointed Hearing Officer must be made in writing to the Hearing Coordinator within 5 Working Days after notice of the identity of the Hearing Officer has been communicated to the Parties. The objection may only be based on an actual conflict of interest. A conflict of interest exists if the Hearing Officer has a personal relationship with one of the Parties or witnesses or has demonstrated actual bias towards a Party or witness. The fact that a Hearing Officer has previously served as a Hearing Officer in a University proceedings will not constitute a conflict of interest. The Hearing Coordinator will determine if a conflict of interest exists. In that event, the Parties will be notified in writing of the name of the new Hearing Officer. The date for the hearing may need to be rescheduled. Any objection to the new Hearing Officer will be made in accordance with this section.
No later than 15 Working Days before the hearing, each Party may: a. Provide to the Hearing Coordinator a proposed witness list that includes the names of, and current contact information for, that Party’s proposed witnesses as well as an explanation of the relevance of each proposed witness’s testimony and the disputed issue to which the witness’s testimony relates. No later than 10 Working Days before the hearing, the Hearing Coordinator will share a final witness list with the Parties and notify each witness of the date, time and location of the hearing.

Witnesses will be directed to attend the hearing and to promptly direct any questions or concerns about their attendance at the hearing to the Hearing Coordinator. No later than 5 Working Days prior to the hearing, the Parties may submit a list of proposed questions to the Hearing Coordinator. The questions will be provided to the Hearing Officer. Parties are strongly encouraged to provide questions in advance of the hearing in order to streamline the hearing process and provide the Hearing Officer an opportunity to resolve relevancy concerns prior to the hearing. The proposed questions will not be shared with the other Party.

DETERMINATION REGARDING RESPONSIBILITY

After the hearing, the Hearing Officer will make written findings of fact and conclusions about whether the Respondent violated Addendum B with respect to the definition of Sexual Harassment.

The standard of proof the Hearing Officer will use is whether each allegation is substantiated by a Preponderance of the Evidence. The Title IX Coordinator will review the Hearing Officer’s Report to ensure procedural compliance with Addendum B.

The Hearing Coordinator will Simultaneously send the Hearing Officer’s Report promptly to the Parties, the Title IX Coordinator, and the appropriate University Administrator, usually within 15 Working Days of the close of the hearing.

If no violation of the addendum is found, the president (or designee) will be notified along with the Parties. The notification will include the outcome of the hearing, a copy of the Hearing Officer’s Report (redacted as appropriate or as otherwise required by law) and notice of the Complainant’s and Respondent’s right to appeal to the Chancellor’s Office.

If a violation of the addendum is found, within 5 Working Days of receiving such finding the Parties may submit to the Hearing Coordinator an impact statement or other statement regarding discipline that is no more than 2000 words in length. The document is an opportunity for the Parties to suggest disciplinary outcomes and to provide information that they believe is important for the Hearing Officer to consider. The Student Conduct Administrator and/or appropriate University Administrator responsible for discipline and Title IX Coordinator may also submit a written statement regarding aggravating and mitigating factors that provides a recommendation regarding the disciplinary outcome, including information regarding prior disciplinary outcomes for similar conduct and whether the Respondent was previously found to have violated university policy.
Within 5 Working Days after receiving and considering any impact or other statements submitted by the Parties and other statements described above, the Hearing Officer will submit the Hearing Officer’s Report to the president (or designee). The Hearing Officer’s Report will be amended to include a statement of, and rationale for, any recommended disciplinary sanctions to be imposed on the Respondent (“Final Hearing Officer’s Report”). The Final Hearing Officer’s Report will attach the Final Investigation Report.

In cases where the Hearing Officer has found a violation of policy, the president (or designee) will review the Final Investigation Report and the Final Hearing Officer’s Report and issue a decision (“Decision Letter”) concerning the appropriate sanction or discipline within 10 Working Days of receipt of the Final Hearing Officer’s Report.

PRESIDENT’S SANCTION DECISION/NOTIFICATION

The president (or designee) may impose the recommended sanctions, adopt a different sanction or discipline, or reject sanctions or disciplines altogether. If the president (or designee) adopts a sanction other than what is recommended by the Hearing Officer, the president (or designee) must set forth the reasons in the Decision Letter.

The president will simultaneously send the Decision Letter electronically to the Respondent and Complainant at the University-assigned or other primary e-mail address linked to their University accounts. The decision letter will also be sent to the Student Conduct Administrator or other appropriate University Administrator responsible for Employee discipline and the Hearing Officer.

The determination regarding responsibility and any sanctions become final either on the date that the Chancellor’s Office provides the Parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely (11 working days after the date of the decision letter).

EMPLOYEE SANCTIONS

Where a complaint is made against an employee, Human Resources or Academic/Faculty Affairs shall be notified and provided a copy of the investigation reports. Sanctions are imposed in accordance with current collective bargaining agreement, when applicable, and may include:

- verbal reprimand
- written reprimand,
- reduction in salary
- temporary or permanent demotion
- paid or unpaid administrative leave
- suspension
- denial or curtailment of emeritus status
• mandated education or training
• change in work location
• restrictions from all or portions of campus
• restrictions to scope of work
• dismissal

STUDENT SANCTIONS

The following sanctions may be imposed for violation of the Student Conduct Code:

1. RESTITUTION
   Compensation for loss, damages or injury. This may include appropriate service and/or monetary material replacement.

2. LOSS OF FINANCIAL AID
   Scholarships, loans, grants, fellowships and any other types of state financial aid given or guaranteed for the purposes of academic assistance can be conditioned, limited, cancelled or denied.

3. EDUCATIONAL AND REMEDIAL SANCTIONS
   Assignments, such as work, research, essays, service to the University or the community, training, counseling, removal from participation in recognized student clubs and organizations (e.g., fraternities misconduct or as deemed appropriate based upon the nature of the violation.

4. DENIAL OF ACCESS TO CAMPUS OR PERSONS
   A designated period of time during which the student is not permitted: (i) on University Property or specified areas of campus; or (ii) to have contact (physical or otherwise) with the complainant, witnesses or other specified persons.

5. DISCIPLINARY PROBATION
   A designated period of time during which privileges of continuing in student status are conditioned upon future behavior. Conditions may include the potential loss of specified privileges to which a current student would otherwise be entitled, or the probability of more severe disciplinary sanctions if the student is found to violate the Student Conduct Code or any University policy during the probationary period.

6. SUSPENSION
   Temporary separation of the student from active student status or student status.
   a. A student who is suspended for less than one academic year shall be placed on inactive student (or equivalent) status (subject to individual campus policies) and remains eligible to re-enroll at the University (subject to individual campus enrollment policies) once the suspension has been served. Conditions for re-enrollment may be specified.
b. A student who is suspended for one academic year or more shall be separated from student status but remains eligible to reapply to the University (subject to individual campus application policies) once the suspension has been served. Conditions for readmission may be specified.

c. Suspension of one academic year or more, withdrawals in lieu of suspension, and withdrawals with pending misconduct investigations or disciplinary proceedings shall be entered on the student’s transcript permanently without exception; this requirement shall not be waived in connection with a resolution agreement.

7. EXPULSION

Permanent separation of the student from student status from the California State University system. Expulsion, withdrawal in lieu of expulsion, and withdrawal with pending misconduct investigation or disciplinary proceeding shall be entered on the student’s transcript permanently, without exception; this requirement shall not be waived in connection with a resolution agreement.

More than one sanction may be imposed for a single violation.

OTHER CONSIDERATIONS RELATED TO SANCTIONS:

1. ADMINISTRATIVE HOLD AND WITHHOLDING A DEGREE

The University may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent written notice of a pending investigation or disciplinary case concerning that student, and may withhold awarding a degree otherwise earned until the completion of the process, including the completion of all sanctions imposed1.

2. RECORD OF DISCIPLINE

A record of disciplinary probation or suspension is entered on a student’s transcript, with beginning and end date, for the duration of the sanction. A record of expulsion or suspension for one academic year or more shall note the effective date of discipline and remains on the transcript permanently, without exception. A record of withdrawal in lieu of suspension or expulsion and withdrawal with pending misconduct investigation or disciplinary proceeding remains on the transcript permanently, without exception2. These requirements shall not be waived in connection with any resolution agreement.

3. INTERIM SUSPENSION

A president may impose an interim suspension pursuant to Title 5, California Code of Regulations section 41302 where there is reasonable cause to believe that separation of a student is necessary to protect the

1 For matters involving processes other than those that fall under addendum B, this is not applicable.
2 For matters involving processes other than those that fall under addendum B, this is not applicable.
personal safety of persons within the University community or University property, and to ensure the maintenance of order.

An investigative finding of a violation of Executive Orders 1096 or 1097 standing alone may be sufficient to constitute reasonable cause to believe that an interim suspension is necessary to protect the personal safety of persons within the University community or University property, and to ensure the maintenance of order.

4. DENIAL OF PRESENCE ON CAMPUS DURING INTERIM SUSPENSION

During the period of an interim suspension, the student charged may not, without prior written permission from the campus president, enter any campus of the California State University other than to attend the hearing regarding the merits of the interim suspension and any disciplinary hearing. The president may also restrict the student’s participation in University-related activities on a case-by-case basis, such as attending off-campus activities and/or participating in on-line classes. Violation of any condition of interim suspension shall be grounds for expulsion.

5. ADMISSION OR READMISSION

Applicants for admission or readmission into any University program are subject to appropriate sanctions for violations of the Student Conduct Code, including qualification, revocation or denial of admission or readmission. For students who withdraw while a disciplinary matter is proceeding, the campus has discretion whether to continue proceedings or hold proceedings in abeyance.

APPEAL OF PRESIDENT’S SANCTION

Filing an Appeal to the Chancellor's Officer. Any Complainant or Respondent who is not satisfied with a Formal Complaint Process outcome (determination regarding responsibility or recommended sanction) may file an appeal with the Chancellor’s Office (CO) no later than 10 Working Days after the date of the Decision Letter. All arguments and/or evidence supporting the appeal must be submitted by the deadline to file the appeal. Evidence/arguments submitted after the appeal submission deadline will not be considered by the CO.

The appeal must be in writing and may be based only on one or more of the grounds for appeal listed below: the hearing outcome is not supported by substantial evidence (in other words, there was no reasonable basis for such findings or conclusions); a procedural irregularity occurred that affected the outcome of the matter; new evidence that was not reasonably available at the time of the hearing and would have affected the Hearing Officer’s decision about whether the Respondent violated the Executive Order, including addendum B; the Title IX Coordinator, Investigator, or Hearing Officer had a Conflict of Interest or Bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; and the sanction(s) imposed as part of the outcome of the Formal Complaint process constituted an abuse of discretion based on the substantiated conduct.

Issues and Evidence on Appeal. The issues and evidence raised on appeal will be limited to those raised and identified during the Campus hearing, unless new evidence becomes available that was not reasonably
available at the time of a Campus hearing that could affect the outcome of the matter and is submitted by the appealing party. The CO may communicate, at the CO’s discretion, with the appealing party, the responding party, and/or the Campus to clarify the written appeal. Appeals will be addressed to:

Equal Opportunity and Whistleblower Compliance Unit Systemwide Human Resources Office of the Chancellor 401 Golden Shore, 4th Floor Long Beach, California 90802 eo-wbappeals@calstate.edu

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

The CO will provide prompt written acknowledgement of the receipt of the appeal to the appealing Party, and will provide prompt written notification of the appeal, including a copy of the appeal, to the non-appealing Party and the Campus Title IX Coordinator. The notice will include the right of the non-appealing Party and the Campus to provide a response to the appeal within 10 Working Days of the date of the notice. The appeal and appeal response shall be limited to 3,500 words, excluding exhibits.

REGISTERED SEX OFFENDERS

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

EMERGENCY NOTIFICATION

The University will issue emergency notifications, without delay, in response to a confirmed significant emergency or a dangerous situation, occurring in the Clery defined on campus geography that, in the judgment of the University, constitutes an immediate threat to the health or safety of members of the on-campus community.

Once UPD has received the report, the Chief of Police, (or management designee in the absence of the Chief), will confer with the appropriate public official (e.g., fire chief, health department) and any campus officials responsible for managing the on-campus emergency, if available, to confirm both: 1) an emergency or dangerous situation in fact exists in on-campus geography; and 2) the emergency or dangerous situation poses an immediate or imminent threat to members of the on-campus community.

If both of the above factors are not met, no emergency notification will be issued.
If it is determined that both of the above factors are met, then an emergency notification will be issued to the community. The Chief of Police (or management designee in the absence of the Chief), will confer with the Clery Director if one is designated and if available, to prepare the content of the notification taking into account the safety of the on-campus community. They will also determine, based on the confirmed facts of the emergency, if the entire campus community or only a specific segment of the on-campus community is threatened and need to be notified. Examples of emergencies where only a segment might be alerted would be a fire contained in a dorm laundry room where only the residents of that one dorm floor or of that one dorm building are at risk and need to evacuate, or a chemical spill in a lab where only the one room, floor, or the occupants of that one building are at risk and need to evacuate.

Once the notification is prepared, the Chief of Police or the Clery Director if one is designated, or in their absence, the management designee(s) will, without delay and taking into account the safety of the community, transmit the emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate, life-saving measures.

Distribution methods of emergency notifications may include but are not limited to one or more of the following methods:

- The campus mass notification system, including but not limited to phone, campus email, or text messaging
- Audio/visual message boards
- Audible alarms/sirens
- Campus public address systems
- In person or door-to-door notifications in a building or residence halls
- Other means appropriate under the circumstances

Students and employees who need information on how to add contact information to be included for emergency notification or to remove information and “opt out” of notifications should visit https://www.cpp.edu/em/emergency-communication/safety-alert-system.shtml or call the Information Technology Help Desk at (909) 869-6776 for assistance.

The Chief of Police or the Clery Director if one is designated, or in their absence, the management designee(s) will provide follow-up notifications and information until the emergency is mitigated and no longer poses a threat.

If an emergency notification is issued, a timely warning will not be issued to the community for the same incident.
Separate from the Emergency Notification Policy, the university has procedures for disseminating emergency information to the larger community. Communications may extend to other law enforcement, fire, government entities and the media as appropriate based on the direction of the Chief of Police (or management designee in the absence of the Chief), according to the assessed threat. These procedures may include utilizing law enforcement and emergency management information-sharing tool platforms, initiating media relations protocols, and utilizing social media as appropriate.

TESTING THE EMERGENCY NOTIFICATION SYSTEM

Testing of the Emergency Notification System and evacuation will be done at least once annually. The tests may be announced or unannounced. Tests must be scheduled, contain drills, exercises and appropriate follow-through activities, and be designed for assessment and evaluations of emergency plans and capabilities. However, at least one test will be publicized in conjunction with the campus’ emergency response and evacuation procedures. Each test will be documented to include a description of the exercise, the date of the test, the start and end times of the test, and whether the test was announced or unannounced.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The responsibility for implementing a campus emergency management program is outlined in California State University Executive Order 1056 – California State University Emergency Management Program. Executive Order 1056 guides campuses on developing and maintaining an emergency management program on each campus that will be activated when a hazardous condition, natural or man-made disaster reaches or has the potential for reaching proportions beyond the capacity of routine campus operations. The Emergency Management Coded Memo RM-2018-1 replaces out-of-date sections provided by Executive Order 1056, further defines the responsibilities, and needs of an effective campus emergency management program.

Emergency Management is a function of the Office of Emergency Management & Business Continuity in the Division of Administrative Affairs. The Emergency Manager and University Police Department work in close collaboration to carry out the full scope of these responsibilities, including the development, implementation and maintenance of a campus emergency management program, including programs, initiatives, and activities in emergency planning, training, response, and recovery.

The campus Emergency Operations Plan is an all-hazards plan that establishes a comprehensive framework for management of emergency events that occur on or near University property or has a significant impact on the University community. The plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff
and service elements of the jurisdiction. The framework of this plan is based on the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), National Response Framework (NRF), and Incident Command System (ICS).
The objective of the plan is to incorporate and coordinate all emergency personnel of the University, as well as other external response and supporting agencies, into an efficient organization capable of responding to any emergency. To support its emergency operations, the University will commit to:

- Emergency/disaster planning
- Training of students, faculty and staff, auxiliary personnel, and volunteers
- Public awareness and education on emergency preparedness
- Identifying and security resources needed to cope with emergency/disaster/critical incidents

Emphasis will be placed on prevention and mitigation measures to reduce losses from disasters.

The University’s leadership gives its full support to the Emergency Operations Plan and urges all officials, employees and campus community members, individually and collectively, to do their share in the total emergency effort on the University.

Every member of the Cal Poly Pomona campus is 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.

As soon as possible, pre-recorded emergency information will be placed on the university information line at (909) 869-7659 [POLY]. Emergency information may also be accessed on-line via the University home page. General Safety and Emergency Information, evacuation procedures and resources may be found on-line at https://www.cpp.edu/~safety/index.shtml

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.

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 emergency response plans and capabilities. After action briefings and corrective action plans may be developed and conducted.

Procedures include the documentation of exercises, which include the exercise description, date, time, whether announced/unannounced. This information is available for review upon request. Emergency response and evacuation procedures are also publicized annually in conjunction with such tests. For more information or to schedule a drill, exercise, training or workshop, contact the Office of Emergency Management and Business Continuity at (909) 869-4022.
The Emergency Manager and University Police Department cooperate with local police and fire, including the City of Pomona Police Department, Los Angeles County Sheriff’s Department, and Los Angeles County Fire Department to ensure communication with the university regarding situations reported to them that may warrant a campus emergency response or activation. The following tables highlight emergency preparedness and evacuation drills, training and activities in calendar year 2018. Due to organizational changes and realignment, Institutional Risk (as the office was titled in 2018) is now the Office of Emergency Management and Business Continuity (EM).

**Evacuation Drills**

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>Frequency/Date</th>
<th>Department Provider</th>
<th>Location/Audience</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Drill; Education and Awareness Program</td>
<td>Annual 10/17/19</td>
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<td>Campus Proper Bldgs., CLA Bldg. Students, Employees</td>
<td>Announced/Evacuation Drill; Great California Shakeout (the Shakeout)</td>
</tr>
<tr>
<td>Evacuation Drill</td>
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<td>University Village UV Rec Center, Community Center Student residents, Residence Life employees</td>
<td>Unannounced/Evacuation Drill for staff and building occupants as part of the Shakeout</td>
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<tr>
<td>Evacuation Drill</td>
<td>Annual 10/17/19</td>
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<td>Announced/Evacuation Drill for staff and building occupants as part of the Shakeout</td>
</tr>
<tr>
<td>Type of Program</td>
<td>Frequency/Date</td>
<td>Dept. Provider</td>
<td>Audience</td>
<td>Description</td>
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<tr>
<td>Safety Alert Test</td>
<td>Quarterly</td>
<td>Strategic Communications</td>
<td>All - Campus Wide</td>
<td>Test of the campus safety alert system for critical incidents or emergencies</td>
</tr>
<tr>
<td>Building Marshals &amp; Floor Captain ½ Day or Full Day Academy (Training)</td>
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<td>Emergency Plan elements, emergency response and evacuation procedures</td>
</tr>
<tr>
<td>Emergency Management Plan</td>
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</tr>
<tr>
<td>First Aid/Triage Training</td>
<td>Annual (minimum)</td>
<td>EM</td>
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<td>First Aid and Triage training and certification program</td>
</tr>
<tr>
<td>Fire Extinguisher Use</td>
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<td>Basic fire extinguisher deployment training</td>
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<tr>
<td>Active Shooter/ Shelter In Place</td>
<td>By request</td>
<td>University Police</td>
<td>Campus-Wide - Employees</td>
<td>Interactive presentation focuses on mental preparedness, warning signs and response to active shooter situations.</td>
</tr>
<tr>
<td>Type of Program</td>
<td>Frequency/Date</td>
<td>Dept. Provider</td>
<td>Audience</td>
<td>Description</td>
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<tr>
<td>Emergency Preparedness</td>
<td>Annual; By request</td>
<td>EM</td>
<td>Campus-Wide - Employees</td>
<td>Overview of emergency preparedness concepts and action plans for various potential emergencies and/or disasters. The program offered as part of Emergency Preparedness Week activities.</td>
</tr>
<tr>
<td>Type of Program</td>
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<td>Dept. Provider</td>
<td>Audience</td>
<td>Description</td>
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<tr>
<td>Basic Adult CPR/AED</td>
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<td>Campus-Wide - Employees</td>
<td>Basic adult CPR and AED training certification program as part of Emergency Preparedness Week activities</td>
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<tr>
<td>Earthquake Preparedness</td>
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<tr>
<td>ICS Training (7.5 Hours)</td>
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<td>EOC/ICS Section Coordinators - Employees</td>
<td>FEMA Incident Command System training and certification for EOC members</td>
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<tr>
<td>Shelter Fundamentals Course</td>
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<tr>
<td>Table Top Exercise/Training</td>
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<td>Overview of various roles and responsibilities in the Emergency Operations Center (EOC) during an emergency; Responses to particular emergency situations through scenario based learning</td>
</tr>
<tr>
<td>Evacuation Chair Training</td>
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<td>EM</td>
<td>Campus-wide – Employees, students</td>
<td>Safe and proper use of evacuation chairs</td>
</tr>
</tbody>
</table>

### Evacuation Procedures

Information regarding evacuation and other emergency procedures is available on the Emergency Management web site. Evacuation locations for each campus building are posted on-line at https://www.cpp.edu/~em/evacuation-sites.shtml

### Campus evacuation

- Building evacuations will occur when a building alarm sounds and/or you receive notification from an Evacuation Coordinator, or designated emergency personnel.
- If no emergency personnel are present, an individual may leave the building if, in his or her opinion, imperative circumstances dictate that safety is jeopardized by remaining in the
building. Contact University Police at 9-1-1 or (909) 869-3070 to advise them of your evacuation.

Building evacuation

• Sound an evacuation alarm via the building alarm system, shouting or any other means.
• Confirm building alarms that are used to start an evacuation and what the “all clear” signal is. Evacuation Coordinators will be using an evacuation checklist to ensure that everyone is out.
• Building occupants will be directed away from the incident to an evacuation site strategically located away from the incident. Re-entry into buildings will be denied until it is safe to return.

In the event your building 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 the elevators.
• Use stairs and stay to the right to leave a clear path for emergency personnel
• Assist people with persons with disabilities, access and functional needs in your building
• Move away from the building safely and quickly. Do NOT congregate between buildings.
• Report to your building Evacuation Coordinator or designated emergency personnel, who will keep track of employees from your area
• If emergency assistance is required, locate emergency personnel at any evacuation site. During emergencies, Evacuation Coordinators may be identified by wearing neon green/yellow vests and helmet.
• Do NOT leave campus unless advised to do so by officials or emergency personnel.

Additional information regarding safety and emergency management procedures:

Office of Emergency Management: http://www.cpp.edu/~em/

MISSING STUDENT NOTIFICATION

Cal Poly Pomona has 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 University Police at (909) 869-3070. Police officers are on duty 24 hours a day, 365 days a year. In addition, a report should be made directly to one of the following individuals, who will immediately refer the report to, and coordinate, with University Police: Residence Life Director, Residence Life Coordinator, or Housing professional staff.
A report of a missing person may be made immediately, or at any time; there is no required wait time or length of time since last contact. University Police, in conjunction with University Housing Services or Foundation Housing Services, Inc./Village staff, will activate established missing student procedures.

Students residing in on-campus housing have the option to identify a confidential contact (separate from emergency contact) person to be notified within 24 hours when the student has been determined to be missing.

• All official missing student reports to on-campus Housing officials will be referred immediately to University Police.
• A resident’s contact information will be retained and confidential and accessible only to authorized campus officials who retain the information and may not be disclosed except to law enforcement personnel in furtherance of an official missing person investigation.
• Even if a resident elects not to register a contact person, 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 has not 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.

FIRE SAFETY ACT
The 2020 Fire Safety Report is available at the following link:
https://www.cpp.edu/housing/Documents/fire_safety_report.pdf