



2017 Annual Security Report
[For incidents occurring in the year 2016]

(Published 9.29.2017)

2017 Annual Crime Awareness and Campus Security Report

Saybrook University

This report is provided to meet the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1988* (“Clery Act”) and has been prepared by Saybrook University using statistical and other information supplied by the Oakland (OPD), Bellevue Police Department (BPD), Millbrae Police Bureau (MPB), and SeaTac Police Department (SPD).

Saybrook University is a non-profit, accredited higher education institution offering master’s degrees, doctoral degrees, and certificates in the psychology, clinical psychology, mind-body medicine, and organizational systems. The University has two campuses. The main campus is located at 475 14th Street, 9th Floor, Oakland, California, 94612; and the other campus is located at 600 108th Ave NE, Bellevue, Washington, 98004. Our two campuses combined have 35 core faculty, 151 adjunct faculty, and 22 staff members serving a student body of 686. All information regarding campus safety policies is publicly available on the Saybrook University website (<http://www.saybrook.edu/>).

Jeanne Clery Disclosure Act – The Clery Act is a federal law which requires colleges and universities across the United States to disclose information about crime on or around their campuses.

The report also includes institutional policies concerning campus safety such as policies on drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

BUILDING SECURITY FOR BELLEVUE AND OAKLAND CAMPUSES

Emergency Phone Numbers

Oakland

Police	Emergency Only: Emergency (using cell phone): OPD Sexual Assault Tip Line:	9-1-1 510-777-3211 510-637-0298
Fire	Emergency Only: Oakland Fire Dispatch:	9-1-1 510-777-3211
Building Management	CBRE 475 14 th Street, Suite 120 Oakland, CA 94612	510-452-2175
Building Security and After Hours	Lobby Attendant: Universal Protection Service 600 Harrison Street, Suite 600 San Francisco, CA 94107	510-238-8784 510-444-3411 or 415-269-5382
Saybrook Campus Security Authority	CJ Krebs	425-278-9346

Bellevue

Police	Emergency Only: Emergency (using cell phone): King County Sexual Assault Resource Center	9-1-1 425-577-5656 88-99-voice (86423)
Fire	Emergency Only: Bellevue Fire Dispatch:	9-1-1 425-452-6892
Building Management	CBRE 600 108 th Ave NE, Suite 116 Bellevue, WA 98004	425-454-0617
Contact After Hours	Connie Shulman (cell phone)	206-755-4293

Westin Hotel SFO, Millbrae, CA

Police/Fire	Emergency Only:	9-1-1
San Mateo Sheriff's Office	Non-emergency	650-363-4911
Hotel Security	In-house	650-692-3500

Cedarbrook Lodge, SeaTac, WA

Police/Fire	Emergency Only:	9-1-1
Police Department	SeaTac City Police	206-296-3311
Security	In-house	206-296-3311

Safety and Security Program and Policy Statements

Access to Campus Facilities

Saybrook University is a non-profit university and its campuses are private property. The university has two campuses, and offers the majority of its classes online. No classes are held at our Oakland campus. We do offer meeting and office space to both students and faculty on a temporary basis at the Oakland campus. Our campus in Seattle does offer classes on campus along with having office space for faculty and staff.

Oakland

Access to the Oakland campus during normal business hours (8:30 AM – 5:00 PM) is public. All employees, students, and the general public can access the main floor by way of an elevator in the main lobby of 475 14th Street. Anyone working temporarily for or visiting Saybrook must pass by the Executive Assistant who serves as the front desk receptionist and all visitors are required to sign-in and sign-out. After hours, the floor is closed to the public and can only be accessed by an access control card provided by the Executive Assistant and monitored by the building security.

In addition to the sworn peace officers in an adjacent building, the Universal Protection Service employs a security officer who patrols the building through-out the day, evening hours, and weekends. Security officers provide on-site security to assist students and staff in the prevention of crime and the apprehension of criminal offenders.

Bellevue

Access to the Bellevue campus is during normal business hours (8:30 AM – 5:00 PM) is open to the public. Visitors are met by a front desk person, and must sign-in and sign-out. The main building is open from 7:00 AM to 6:00 PM Monday – Friday and Saturday (9:00 AM – 1:00 PM). Only employees may access the building after Saybrook office hours with a key. Distribution of the keys is delegated to the main point person on campus (Debbie Barth).

Non-campus Property

In 2014, 2015, and 2016, Saybrook used the following three hotels as the location for its residential conference, which took place twice a year and lasted approximately one week: The Westin and Aloft Hotels located in Millbrae, CA, along with Cedarbrook Lodge in SeaTac, WA. Students, faculty, and staff are in attendance for week long stays. Access to the hotels are public and security is handled by the hotel in-house. A Saybrook staff member (Residential Conference Coordinator) is present at all times and is available to assist students and employees in the event of an emergency.

In addition, some Saybrook students participated in a study abroad trip in Germany from December 11, 2016 through December 22, 2016. For that trip, Saybrook rented hotel rooms for students. The hotel rooms and related spaces are deemed “non-campus property” for purposes of the Clery Act. For that trip, Saybrook requested data from local law enforcement for Clery Act crimes; hate crimes; and arrests for liquor law violations, drug law violations and weapons

offenses that may have taken place during the relevant time periods of the student experiences. Saybrook either did not receive a response from law enforcement or received a response that no Clery Act crimes; hate crimes; or arrests for liquor law violations, drug law violations and weapons offenses occurred during the relevant time period.

Campus Security Authority

Saybrook University works with the local building security and the local police on crime prevention and security. The building security personnel do not have the authority to arrest individuals, unless such personnel possess valid certification as a law enforcement officer, peace officer, or are authorized to act in such a capacity by way of official authority granted by a court or state regulatory agency.

Saybrook University has designated its Vice President of Enrollment Management, Elizabeth O'Brien (Oakland) and its Title IX Coordinator, CJ Krebs (Bellevue), as being responsible for coordinating disaster preparedness, maintaining fire alert and building security systems, reporting crimes to local authorities and keeping campus safety records for their respective campuses. The campus security authorities include: CJ Krebs, Title IX Coordinator, LaTanya Hicks, Executive Assistant, Estelita Melendez, Administrative Assistant, and Alex Saltzberg, IT Manager (Oakland Office), Debbie Barth, Administrative Assistant (Bellevue office), and Julia Sondej, Director of Student Success (Bellevue Office). The annual security crime report and survey was prepared by CJ Krebs.

Institutional Policies on Smoking, Open Flames and Portable Electronic Appliances

Saybrook University's campuses prohibit smoking. The Oakland office is in a "No Smoking" building, but it is allowed twenty feet from the entrance to the building. This does not affect the office as it is located on the ninth floor. The Bellevue office is also a "No Smoking" building. The Westin Hotel, Aloft SFO, and Cedarbrook Lodge do not allow smoking within their buildings.

Reporting Criminal Activity

Saybrook University strongly encourages students, faculty and staff to report all criminal activity and emergencies that have occurred at either of its campuses to the local authorities as well as to the Director of Student Success, Julia Sondej (Phone Number 425-278-9313; Email Address StudentAffairs@Saybrook.edu). Saybrook also encourages prompt reporting of crimes when the victim is unable to make such a report. While at the hotel, all criminal activity and emergencies should be reported to the hotel staff and Saybrook Residential Conference Coordinator. All crimes or crimes in progress should be reported directly to local police or by dialing 911.

Saybrook community members are strongly encouraged to immediately report crimes in progress, fires, medical emergencies, other emergencies and any suspicious activities to the local police

department or building security depending on which campus the activity occurred. Saybrook University is required by the Department of Education to publish Campus Crime Statistics and a Security Crime Survey by October 1st of each year.

The information within the crime surveys are compiled from incidents recorded in the campus security log along with local law enforcement statistics, and made available to all students and staff as published on the following website <http://ope.ed.gov/security/GetOneInstitutionData.aspx>.

Confidential Reporting Procedures

For safety sake, Saybrook community members are strongly encouraged to immediately report crimes in progress, fires, medical emergencies, other emergencies and any suspicious activities to the local police department. Phone numbers of local police departments are published above and in our Emergency Preparedness and Response Plan (EPRP) – link to full EPRP below:

https://my.saybrook.edu/community/Support/Documents/Saybrook%20Emergency%20Plan_2017.pdf

If you are the victim of a crime and do not want to pursue action within the institutional system or the criminal justice system, you may still want to consider making a confidential report to the school. With your permission, a designee of Saybrook University can file a report on the details of the incident without revealing your identity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated campus security authorities. At a minimum, crime victims will receive valuable counseling and referral information.

Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the school.

Anonymous crime reporting is NOT for emergencies. If you need to report an emergency, call 911.

Emergency Response and Evacuation Procedures

Timely Warning

Outside of emergency communications, Saybrook must provide a timely warning of Clery crimes reported to campus security and local police agencies in a manner that is intended to prevent similar crimes from recurring and to protect the personal safety of students and employees. Saybrook's timely warning messages are disseminated by the Communications Coordinators.

Decision to disseminate a timely warning will be made by the Leadership Team on a case-by-case basis, in light of all the facts surrounding the crime and the continuing danger to the campus community. Crime Alerts will contain a brief description of the incident; the date, time, and location of the incident; and precautions to take. The amount and type of information presented in the warning will vary depending on the circumstances of the crime. Significant criminal incidents that might elicit a timely warning include, but are not limited to, crimes of violence or patterns of property crimes. For crimes considered a threat to other students or employees, victim names will be withheld from timely warnings. Anyone with information warranting a timely warning should report the circumstances to Director of Student Success.

Saybrook University has communicated with local police requesting their cooperation in informing the institution about crimes reported to them that may warrant timely warnings.

Emergency Notifications

Timely and accurate communication with the campus population during a campus emergency is critical. Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees, the Leadership Team, aided by the designated Communications Lead and Communications Coordinator will immediately notify the campus community. Note that confirmation means that a member of the Leadership Team has verified that a legitimate emergency or dangerous situation exists.

In consultation with the Leadership Team, the Communications Lead will (1) determine the appropriate segment(s) of the campus community to receive immediate notification as well as the appropriate segment for follow-up communication or notification, (2) determine the contents of the notification, and (3) initiate the notification system through the Communications Coordinator. Only the representatives explicitly authorized by the Leadership Team may distribute public statements or comments on behalf of Saybrook related to any developing, unfolding, or resolved crisis scenario.

Key priorities of emergency communications will be:

- Providing timely status reports and announcements to the Saybrook community internal audience, which includes:
 - o Employees, faculty, and staff
 - o Students
 - o Visitors
 - o Groups using Saybrook facilities
 - o TCSES
- Communicating accurate information to external audiences as determined prudent on a case-to-case basis to help prevent the spread of rumors and misinformation. External audiences may include:

- o Family and relatives of students, employees, faculty, and staff
 - o Alumnae
 - o Board of Trustees
 - o Community-at-large
 - o Neighbors
- Gathering information, reports, and recommendations on the status of the emergency situation as it evolves.

When doing so does not jeopardize life or property, the Communications Lead will consult with the TCSES Chief of Staff and TCSES Public Relations and Communications Manager about crafting crisis communications, especially non-emergency status notifications and any external communications to the public or media organizations.

The Communications Coordinators are the only representatives explicitly authorized by the Leadership Team to distribute prepared statements or comments on behalf of Saybrook related to any developing, unfolding, or resolved crisis scenario. The Communications Coordinators are: Executive Assistant, LaTanya Hicks or IT Manager, Alex Saltzberg for the Oakland Campus; Director of Operations, Connie Shulman, Julia Sondej, Director of Student Success, or Executive Assistant Debbie Barth for the Bellevue Campus.

Saybrook will issue said emergency notifications via Saybrook email and text message addresses using the RAVE alert system. The RAVE system distribution list is generated at the start of each semester and before the RC and is maintained by IT. The list will include everyone's email addresses. Users must manually add their phone numbers. The lists are defined as—

- Bellevue Faculty, Staff, and Students
- Oakland Faculty, Staff, and Students
- RC Attendees

If you desire to also receive a TEXT message on your cell phone, you will need to opt-in and list your cell phone number in the Rave Emergency Alert System. To expedite delivery of a potentially lifesaving communication, we encourage you to subscribe to the text message option by visiting: <https://www.getrave.com/login/tcsedsystem>

Saybrook will, without delay, and taking into account the safety of the community, initiate the notification system unless issuing such a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Saybrook has requested cooperation from the local police departments in informing Saybrook about any crimes that may warrant an emergency response.

Leadership Team

The "Leadership Team" is responsible for making key decisions and taking action on behalf of Saybrook in the event of a campus emergency or situation that calls a change in campus status:

lockdown, lockout, or closure. The Leadership Team is dedicated to carrying out critical functions of the school's Emergency Preparedness and Response Plan (EPRP).

The Leadership Team is responsible for advancing the procedures outlined in the EPRP, including fire emergency actions, campus evacuation, and campus closure.

A decision on whether an emergency or dangerous situation exists that requires activation of the Emergency Preparedness and Response Plan will be made by the Leadership Team. This Team consists of: the President, the Provost/Vice President for Academic Affairs, the Vice President for Enrollment Management, and the Assistant Provost of the University. For emergencies occurring at the Bellevue campus, the Director of Business Operations will make the determination on whether an emergency or dangerous situation exists.

Absent of the entire team's presence, the most senior member available has the authority to make a determination. In the unlikely event that no senior leader is present, the Director of Student Success at Bellevue and the Registrar at Oakland have authority to make the determination.

Please visit <https://my.saybrook.edu/community/Pages/Emergency-Preparedness-and-Response-Plan.aspx> to view the EPRP in its entirety.

Leadership Team Responsibilities

Upon determination that an emergency exists that requires activation of the Emergency Preparedness Plan, the highest ranking member of the Leadership Team shall:

- Act as liaison with campus administration and external authorities including law enforcement, fire, and other safety authorities.
- Notify TCS Education System (TCSES) of the event in order to avail Saybrook of any resources its strategic partner is able to contribute. The Chief of Staff, and General Counsel are emergency contacts.
- Convene the Leadership Team at the designated location onsite or at an alternate site, if necessary.

The Leadership Team will assess the elements of the crisis and determine the appropriate response. The Leadership Team will rely on the support of the entire organization to quickly gather information pertaining to the crisis. The Leadership Team will strive to immediately gather the following details about the crisis:

- What happened?
- Develop chronology of events.
- Why did it happen?
- What is Saybrook going to do about it?
- What past actions has Saybrook taken to prevent such a crisis?
- What is the status of official investigations?

- Names and contact information of those involved.

The Leadership Team is responsible for providing overall coordination during an emergency incident event and will:

- Determine the event's effect on the institution.
- Decide what steps to take in order for the business of Saybrook to continue.
- Designate a Communications Lead to work with the TCSES Public Relations and Communications Manager to gather information, craft notifications, and disseminate information to employees, executives, vendors, students, and if need be, to the general public. This designated person is the President of Saybrook. In the event that the President is not available, the Vice President of Enrollment Management or the Provost can perform this.
- Oversee the execution of departmental plans and utilization of teams and resources to address the situation.

It is the policy of Saybrook to involve local authorities when it is determined that a particular campus emergency exceeds the capabilities of institution's personnel. Saybrook will seek the assistance of the municipal police department, fire department and other local agencies on an as needed basis. Saybrook will then coordinate with such local agencies and comply with their directives.

Emergency Evacuation

In the event of an emergency that requires evacuating the campus, Saybrook's Oakland Floor Wardens direct community members to one of two emergency stairways or, depending on the situation and only if appropriate, to the elevators.

Our Bellevue campus is directed by a Floor Captain who directs employees, faculty and students to one of three emergency exits.

While at hotels, Saybrook staff, faculty, and students follow the hotel procedures of either the Westin and Aloft SFO or Cedarbrook Lodge.

Emergency Notification and Evacuation Tests

Oakland Campus – An unannounced fire drill was successfully completed in April 2016

Bellevue Campus – An unannounced fire drill was successfully completed on December 14th, 2016

RAVE Alert System was implemented in Spring of 2017. Tests utilizing this system will be recorded in the 2017 Annual Security Report.

Campus Facilities and Security

The campus administration is dedicated to promoting campus safety and crime prevention is a high priority. Maintenance, Building Management and Saybrook personnel continually inspect campus facilities for potential safety and security hazards. Prompt response is made to repair the identified hazards in an effort to further assist in providing a safe environment. Campus administrative and academic offices/classrooms are generally locked after 5:00 p.m. and reopened at 8:30 a.m. at both major campuses Monday through Friday.

The university administrative offices at both campuses are well lighted and monitored by building facilities and maintenance staff. At the Oakland office, the 100 kW emergency generator powers all life safety equipment, emergency lighting and brings elevators to the street level. Emergency lighting is provided for egress every 15-20 feet in the hallway. In addition, there are phones located in all private offices and lobby to facilitate calling for assistance if necessary. At the Bellevue office, employees, staff, and students are guided to the stairs of which there are two. Emergency lighting is provided.

Disclosure and Crime Statistics

Crime statistics are collected and reported annually by the Title IX Coordinator from the Oakland/Millbrae and Bellevue/SeaTac Police Departments.

Collection of Statistics for Campus Security Report

The Title IX Coordinator is primarily responsible for gathering crime statistics related to the campus security report, identifying reportable crimes, and reporting/publishing statistics to the Department of Education, to the FBI, and to the public on behalf of Saybrook University. Law enforcement agencies with jurisdiction over the area in which the campus is located have been asked to provide crime statistics for campus buildings, adjacent public property and non-campus property. Statistics are reported in different formats and categories depending upon legal requirements. Each set of statistics were used in the preparation of the crime statistics provided in this report.

Saybrook urges that all crimes be reported to the Title IX Coordinator. As noted above, the campus also surveys “campus security authorities” including those with responsibility for controlling access to buildings or facilities and officials having significant responsibility for students or campus activities.

Saybrook reports arrests for liquor law, drug, and weapons violations occurring on campus or on public property adjacent campus. A disciplinary referral will be reported if it is not otherwise reported as an arrest or crime.

The 2017 Campus Security Report Crime Statistics have been compiled for the 2016 calendar year by using the statistics outlined above and crime reports received by Saybrook University. Reportable campus crime statistics for Saybrook’s Oakland and Bellevue Campuses are outlined

Saybrook University Crime Statistics Bellevue Campus									
Offense	Campus Property			Non-campus Property			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	4	0	0	0	0
Aggravated Assault	0	0	0	0	1	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	3	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests & Disciplinary Referrals									
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary	0	0	0	0	1	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred by Disciplinary	0	0	0	0	3	0	0	0	0
Illegal Weapon Possession Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0

Hate Crimes

There were no reported Hate Crimes for the years 2014, 2015, or 2016 for the Bellevue and Oakland campuses. Hate Crimes cover the following offenses: Murder and non-negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property. Hate crimes are defined as those committed on the basis of a person's protected characteristic of race, gender, gender identity, religion, sexual orientation, ethnicity, disability, and national origin.

POLICY ON SEXUAL MISCONDUCT

*The text below is adapted from Saybrook's Policy on Sexual Misconduct. For the full Policy on Sexual Misconduct as well as additional resources, please visit our Campus Safety & Sexual Misconduct Webpage.

Saybrook is committed to creating and maintaining a safe learning and working environment that is free of unlawful discrimination, harassment, exploitation, or intimidation. As such, Saybrook prohibits sexual misconduct in all forms, including but not limited to sexual harassment and sexual violence, including sexual assault, dating violence, domestic violence and stalking. Saybrook will respond promptly and effectively to reports of sexual misconduct, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior in violation of its Policy on Sexual Misconduct.

The Policy on Sexual Misconduct applies to all Saybrook employees, students, and other Saybrook Community Members, regardless of gender/gender identity and sexual orientation, for sexual misconduct occurring on Saybrook's campuses or in connection with its educational programs, activities, and services, or that puts Saybrook Community Members at risk of serious harm or otherwise creates a hostile learning and/or working environment.

Saybrook also bars retaliation against any employee, student, or applicant who files a good faith report of sexual misconduct or otherwise participates in an investigation relating to the same.

Reporting Sexual Misconduct

Making a Report to Law Enforcement

Saybrook Community Members who have experienced sexual misconduct, or are aware of incidents experienced by other Saybrook Community Members should immediately report the incident to the local police department.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the Reporting Party to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the Reporting Party decides to proceed with criminal charges.

Making a Report to Saybrook

Members of the Saybrook Community, including employees, supervisors, and co-workers, vendors, consultants, visitors or other students, are encouraged to report incident(s) of sexual misconduct to the University's Title IX Coordinator:

Julia Sondej
StudentAffairs@Saybrook.edu

or
(425) 278 – 9313

Reporting Parties are not required to report to area law enforcement to receive assistance from or pursue any options within Saybrook.

The Title IX Coordinator will provide Reporting Parties with information about available support services and resources, and may also assist in notifying law enforcement, including the local police, if the Reporting Party elects to do so.

If a Reporting Party discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident 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, including the Reporting Party.

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes under the Clery Act. All personally identifiable information is kept confidential, but statistical information must be passed along to campus security authorities regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, thereby ensuring greater community safety.

CAMPUS SAVE AND VAWA

Saybrook University is committed to providing a safe learning and working environment for all members of the Saybrook community. The guidelines below are intended to aid Saybrook in preventing and responding to sexual violence as outlined in the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act). These guidelines apply to all members of the Saybrook community (students, faculty, and staff), as well as contractors and visitors (collectively, "Saybrook Community Members").

Saybrook does not tolerate sexual misconduct in any form. Sexual misconduct includes, but is not limited to, sexual harassment and sexual violence, including forcible and nonforcible sex offenses, sexual assault, domestic violence, dating violence, or stalking, as defined below.

Saybrook Community Members who, after a thorough review of the facts, are found, based on a preponderance of the evidence, to have violated this policy will be subject to discipline, up to and including dismissal or termination of employment. Saybrook may institute discipline and other measures regardless of whether the Saybrook Community Member is also facing criminal or civil charges in a court of law.

Procedures When Sexual Misconduct is Reported to Saybrook

Upon receiving a report of sexual misconduct, the University will respond by providing the Reporting Party with supportive resources and interim interventions (where appropriate) and conducting a prompt, fair and impartial process from the initial investigation to the final result by

an official who has received at least annual training on how to conduct an investigation, dating violence, domestic violence, sexual assault and stalking and a process that protects the safety of victims and promotes accountability. The response and investigation procedures are designed to provide a supportive process for those who report sexual misconduct as well as fairness and due process for the individual being accused.

During an investigation, interim protections for both parties may be put in place, regardless of whether the Reporting Party chooses to report the incident to local law enforcement. If requested by the Reporting Party or Responding Party and reasonably available, interim protections may include changes to academic and/or working situations. In addition, Saybrook, will provide assistance, if requested, with obtaining and enforcing campus no-contact orders, and will honor an order of protection or no-contact order entered by a state civil or criminal court. The Title IX Coordinator shall review all requested interim protections and accommodations, shall determine what is available and appropriate and shall notify the party requesting the interim protection or accommodation of the determination.

Saybrook may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking, which may include some or all of the following actions: no-contact orders, changes to class schedules or modification to academic requirements. Such interventions may be kept in place until the conclusion of the Title IX investigation and the sanctioning and appeal processes and shall be kept confidential, to the extent possible.

Rights and Options

The Title IX Coordinator will provide Reporting Parties of sexual misconduct with written information about available support services and resources, and also assist the Reporting Party in notifying law enforcement, including the local police, if the Complainant elects to do so. The Reporting Party has the right to decline to notify law enforcement. If requested by the Reporting Party and reasonably available, interim protections may include changes to academic, living, dining, transportation and/or

work situations. Saybrook will provide assistance, if requested, about obtaining and enforcing campus no-contact orders, and will honor an order of protection or no-contact order entered by a state civil or criminal court. The Title IX Coordinator shall review all requested interim protections and accommodations, shall determine what is available and appropriate and shall notify the party requesting the interim protection or accommodation of the determination. Such interventions may be kept in place until the conclusion of the Title IX investigation and the sanctioning and appeal processes.

Saybrook will notify Reporting Parties of sexual assault, dating violence, stalking or domestic violence of their right to:

1. Notify appropriate law enforcement authorities, including on-campus and local police.
2. Receive assistance from school personnel in reporting a crime to law enforcement

authorities, if the student requests such assistance.

3. Decline to notify such authorities and/or decline to report to Saybrook.
4. Request interim protective measures and accommodations, such as a change in their academic, living, dining, transportation or working situations, if those changes are requested and are reasonably available, regardless of whether or not the victim chooses to file a police report.
5. Request assistance from campus authorities in obtaining and enforcing a restraining order or "no-contact" directive and, if such measures are reasonably available, an order of protection or no-contact order in state court.
6. A clear description of the school's disciplinary process including the range of possible sanctions.
7. Information and assistance about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community.
8. Seek confidential advocacy and support from a professional counselor, pastoral counselor or confidential advisor.

The University recognizes that in certain circumstances, informal resolution of a report of sexual misconduct may be beneficial to the Reporting Party, the Responding Party, other involved parties (Witnesses), and/or the Saybrook Community at large. Whether a report of sexual misconduct is appropriate for informal resolution is within the discretion of the Title IX Coordinator. However, reports of sexual assault are never appropriate for informal resolution.

In circumstances where informal resolution is appropriate, and with the approval of both the Reporting Party and the Responding Party, the University may utilize informal methods to resolve a report of sexual misconduct. In order to pursue informal resolution, the Title IX Coordinator must obtain the approval of both the Reporting Party and the Responding Party, which may be withdrawn at any time during the investigation and/or sanctions process.

When the Title IX Coordinator determines that informal resolution is not appropriate or formal resolution is requested by either the Reporting Party or Responding Party, the University will proceed in launching an investigation.

Typically, investigation into reports of sexual misconduct will include a period of fact-finding led by the Title IX Coordinator, during which time the Reporting Party, Responding Party, and other relevant parties will be given the opportunity to participate in the investigation by sharing information with the Title IX Coordinator. Parties participating in an investigation will have the opportunity to submit a written statement, provide supporting materials, and identify witnesses.

The University investigates reports of sexual misconduct independently of local law enforcement. Absent delay to allow police to gather evidence or agreement by the parties, the University will make every reasonable effort to investigate and reach a resolution on all reports of sexual misconduct within sixty (60) calendar days after the Title IX Coordinator's receipt of a report.

Both the Reporting Party and the Responding Party have a right to have an advisor, of their choosing, accompany them to any meeting or proceeding related to any alleged violation of this

policy, provided that the involvement of the advisor does not result in undue delay of any meeting or proceeding. The advisor is present to provide support to the Reporting Party or Responding Party during any meetings or proceedings and can provide any advice to the Reporting Party or Responding Party prior to such meetings or proceedings. All advisors are subject to the same rules, whether they are attorneys or not. An advisor may not communicate with an investigator on behalf of the Reporting Party or the Responding Party. If the advisor is an attorney, the attorney is required to act in a supportive role and may not serve as an advocate or formally represent the party.

In investigating and determining whether a violation of this policy has occurred, the Title IX Coordinator will utilize the “preponderance of the evidence” standard of proof. This means that the Title IX Coordinator will determine whether it is “more likely than not” that sexual misconduct occurred.

Once the Title IX Coordinator has concluded the investigation, Saybrook will simultaneously issue the written findings to both the Reporting Party and Responding Party.

Sanctions for Violations of Saybrook’s Policy on Sexual Misconduct

Upon finding that sexual misconduct occurred, the Title IX Coordinator will commence the sanctioning process for review and determination of appropriate sanctions. Simultaneously, the Title IX Coordinator will convene a Sanctions Panel. The Sanctions Panel will be composed of three employees appointed to a pool of trained employees, at least one of which shall be a Department Chair.

After convening a Sanctions Panel, the Title IX Coordinator will submit the investigative findings and the Title IX Coordinator’s recommended sanctions to the Sanctions Panel. Within five (5) business days of receipt of the Title IX Investigator’s findings and any submitted Statements of Impact, the Sanctions Panel shall meet to determine what, if any, sanctions will be issued. In making such a determination, the Sanctions Panel will not reconsider the Title IX Coordinator’s findings, but will determine in light of the Title IX Coordinator’s findings and the additional documents submitted, what sanctions are appropriate to remedy the violation and maintain or enhance safety from sexual violence in the University’s learning and working environment.

In addition to sanctions, the Title IX Coordinator may also recommend that the University or particular Saybrook Community Members take on additional measures to remediate and/or prevent further conduct in violation of this policy.

After convening a Sanctions Panel, the Title IX Coordinator will submit the investigative findings and the Title IX Coordinator’s recommended sanctions to the Sanctions Panel. Within five (5) business days of receipt of the Title IX Investigator’s findings and any submitted Statements of Impact, the Sanctions Panel shall meet to determine what, if any, sanctions will be issued. In making such a determination, the Sanctions Panel will not reconsider the Title IX Coordinator’s findings, but will determine in light of the Title IX Coordinator’s findings and the additional documents submitted, what sanctions are appropriate to remedy the violation and maintain or

enhance safety from sexual violence in the University's learning and working environment.

The response and investigation procedures are designed to provide a supportive process for those who report sexual misconduct as well as fairness and due process for the individual being accused.

Sanctions against students and employees may include, but are not limited to the following:

- Formal written warning;
- Professional Improvement Plan or Academic Development Plan, as appropriate;
- No contact-order pertaining to certain Saybrook Community Members or physical locations;
- Removal from specific courses or institutional activities; and/or
- Dismissal.

In addition, further protections for the Complainant may be available.

Appeal Process

Both the Complainant and the Respondent may appeal the outcome of investigative findings and any sanctions decision by submitting a written letter of appeal to their campus's Vice President for Academic and Student Affairs within five (5) business days of issuance of the investigative findings and sanctions decision. The written request must include: a specific statement of the decision that the student wishes to appeal; the student's desired outcome; all information that the student wishes the Vice President for Academic and Student Affairs to take into account in consideration of the appeal; and a statement of the student's views as to how this information justifies the appeal.

The appeals process is not an opportunity for either party to have his or her case reconsidered merely because of dissatisfaction on the part of the student with the sanctions decision. Rather, all appeals must be based on one or more of the following: new information that could not be presented at the time of the investigation or sanctions decision; or evidence of improper procedure that may impact the outcome.

If in the opinion of the Vice President for Academic and Student Affairs the request for an appeal is without merit or does not meet the requirements set forth above, the Vice President for Academic and Student Affairs will reject the appeal.

If in the judgment of the Vice President for Academic and Student Affairs the appeal is properly constituted, the Vice President for Academic and Student Affairs will determine what next steps are appropriate, which may include but is not limited to remanding the matter to the Title IX Coordinator for further investigation or remanding to the Sanctions Panel for consideration. The

Vice President for Academic and Student Affairs will issue his/her decision within five (5) business days of receipt of the letter of appeal.

Disclosure of Disciplinary Proceeding Results

When disciplinary proceedings result from an investigation into sexual misconduct, Saybrook will simultaneously inform both the Complainant and the Respondent, in writing of:

- The outcome of the disciplinary proceeding;
- Saybrook's procedures for appeal;
- Any changes in the outcome of disciplinary proceedings that occur; and
- When the outcome of disciplinary proceedings becomes final.

In addition, Saybrook will disclose the results of any disciplinary proceeding against a student who is the alleged perpetrator of a crime of violence (as defined by Section 16 of Title 18 of the United States Code, 18 U.S.C. §16), or a non-forcible sex offense to the alleged victim. If the alleged victim is deceased as a result of the crime or offense, the next of kin of the victim shall be treated as the victim for purposes of notification.

For the full Policy on Sexual Misconduct as well as additional resources, please visit our Campus Safety & Security Webpage...

<https://www.saybrook.edu/wp-content/uploads/2016/03/POLICY-ON-SEXUAL-MISCONDUCT-Saybrook-July-24-2017.pdf>

Prevention and Reduction of Sexual Misconduct

Domestic violence, dating violence, sexual assault and stalking are crucial aspects of the University's response to campus safety issues. Every new student, faculty and staff member receives a mandatory online training (Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act) as part of their orientation.

In addition, TCS provided the following training for Responsible Employees and Senior Administrators:

- "Student Affairs Compliance Training" on November 10th, 2016.

If you are a victim of rape, domestic violence, sexual assault or stalking you should follow these procedures and risk reduction tips:

- **Get to a Safe Place:** Get to a safe space as soon as you can. If you believe you or anyone else is in immediate danger, you should alert law enforcement as soon as possible. Once you are safe, contact someone you trust to be with you for support. This could be a friend, family member, or even a specially trained sexual assault advocate.
- **Get Medical Attention:** Medical attention should be sought as soon as possible. This is necessary to mitigate the risk of sexually transmitted diseases or pregnancy and to determine the existence or extent of, and to treat, any physical injury. Additionally, forensic evidence can be collected if criminal action is or may be desired in the future.
- **Preserve Evidence of the Incident:** It is important to preserve evidence as it may be

necessary in providing proof of criminal activity or in obtaining an order of protection. Evidence is best collected as soon as possible or at least within 96 hours of the assault. Assistance with evidence preservation can be provided by medical and/or law enforcement personnel.

- **Consider Reporting the Incident:** There are several reporting options including reporting to local law enforcement and/or reporting to the Title IX Coordinator. School authorities will assist in notifying law enforcement if requested. Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the victim to further legal action. While victims are not required to report to local law enforcement in order to receive assistance or pursue options within Saybrook, the earlier an incident is reported, the easier it will be for the police to investigate, if the victim decides to proceed with criminal charges. If a reported incident did not occur on campus, Saybrook can assist the survivor in notifying the local police department with jurisdiction over the crime.
- **Counseling and other Supports:** Saybrook University encourages victims of sexual misconduct to talk to someone about what has happened, which may include counseling. Whether services are sought on campus or in the community, remember that self-care is an important part in coping with an event.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2. Confront people who seclude, hit on, or try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health counseling, or with legal assistance.

Risk Reduction Tips

The following are some suggested strategies to help reduce one’s risk of sexual assault or harassment:

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

2. Try to **avoid isolated areas**. It is more difficult to get help in no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you and charged** and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are waking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Know where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see
11. something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
12. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
13. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
14. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get them to a safe place immediately.
15. **If you suspect you or a friend has been drugged, contact law enforcement immediately** (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others). If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - a. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie**. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route**. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather **wait until you both have your full judgment** before doing anything you may regret later.

Resources and Services Available in the Oakland and Bellevue Areas:

OAKLAND:

- **A Safe Place, Inc.:** *Oakland hotline, shelter, crisis referral, advocacy, counseling, emergency food, clothing and transportation.*
Website: www.asafeplacedvs.org
24-hr. Crisis Line: (510) 536-SAFE (7233)
- **Bay Area Women against Rape (BAWAR):** *24-hr hotline staffed by trained counselors. Accompanies survivors to police department, hospitals and courts. Offers short term counseling and support groups, and referrals for long-term counseling. Special outreach to Latina survivors.*
Address: 470 27th Street, Oakland, CA 94612
Website: www.bawar.org
24-hr. Crisis Line: (510) 845-RAPE (7273)
- **Family Violence Law Center (FVLC):** *Offers legal help and advocacy, community and support to those impacted by domestic violence.*
Address: 470 27th Street, Oakland, CA 94612
Website: www.fvlc.org
24-hr. Crisis Line: (800) 947-8301
- **Tri-Valley Haven:** *Serves adults and children who have experienced domestic violence, sexual assault, homelessness.*
Address: 3663 Pacific Avenue, Livermore, CA 94550
Website: www.trivalleyhaven.org
Crisis Phone Line: (800) 884-8119 or 925-449-5842
- **Highland Hospital**
Address: 1411 E. 31st Street, Oakland
Sexual Assault Hotline: (510) 534-9290
Emergency: (510) 437-4559 (ext. 7)

BELLEVUE:

- **King County Sexual Assault Resource Center (KCSARC):** provides sexual assault- related services for people of all ages in King County
Address: 200 Mill Avenue South, Suite 10 – Renton, WA 98057
Website: www.kcsarc.org
24-hr Crisis Line: (888) 99-VOICE (86423)
- **Washington State Domestic Violence Hotline:** Provide crisis intervention and safety planning, as well as referrals to community programs across the state of Washington that provide services to those experiencing domestic violence.
Website: <http://www.wadvhotline.org>
Crisis Line: (800) 562-6025

- **Sexual Assault Legal Services & Assistance (YWCA):** *provides legal information and referrals for survivors of sexual violence throughout Washington through a confidential, anonymous hotline.*
Address: 401 Broadway, Suite 2075 – Seattle, WA 98104
Website: www.svlawcenter.org
24-hr Legal Resource Line: (888) 998-6423 (Ask for Legal Advocacy)
- **Harborview Medical Center, Center for Sexual Assault and Traumatic Stress:** *provides services at offices in Seattle, Redmond and Shoreline. Trauma therapy services are provided to children and adults. Formal legal advocacy services will now be managed by KCSARC.*
Website: <http://depts.washington.edu/hcsats/>
Phone: (206) 744-1600

Saybrook resources for students (see flyer on final page – Student Solutions Program):

Saybrook resources for employees:

- Employee Assistance Program (EAP): Saybrook employees receive counseling services through the EAP, which is available 24 hours a day, 7 days a week.
 Phone: 800-272-7255
 Website: www.guidanceresources.com
 Saybrook company web ID: COM5

Sex Offender Registry

The State of California and Washington requires sex offenders to register with the police in the jurisdiction in which they reside. The state makes this information available to law enforcement agencies. This information is available to the public at the local police department. Information regarding registered sex offenders may be obtained free of charge at <http://www.meganslaw.ca.gov/> for California and <http://www.waspc.org/sex-offender-information> for Washington.

Drug and Alcohol Regulations and Policies

In compliance with the Drug Free Schools and Communities Act of 1986, as amended in 1989, Saybrook University has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on Saybrook premises or as part of any of its activities. Saybrook University promotes a safe, healthy, and productive educational and work environment for all individuals in our community. We comply with federal, state, and local laws governing the possession, use and distribution of unlawful drugs at the work place. Saybrook prohibits the sale, possession, distribution or use of illicit drugs on Saybrook premises or at its functions. In addition to compliance requirements of the Drug-Free Schools and Committees Act (as amended in 1989), Saybrook subscribes to a long and distinguished tradition of humanistic values. As such, Saybrook seeks to develop the ability of our students to apply to their own personal and social lives the principles and values contained in Saybrook's mission statement.

Individuals younger than 21 years old may not purchase, accept as a gift, or possess alcoholic beverages on any street or highway or other public place. Consumption by minors is expressly prohibited. Licensees to sell alcoholic beverages are prohibited from selling, giving, or delivering alcoholic beverages to anyone under 21 years of age. It is unlawful for anyone of legal age to purchase or obtain alcoholic beverages and then sell, give, or deliver them to a minor.

Students determined to have illegal possession of a controlled substance are subject to institutional disciplinary action, in addition to legal sanctions under federal and state law.

Drug-Free Guidelines

The Director of Student Success oversees student compliance with the Drug-Free guidelines. The Office of the President oversees employee compliance with the Drug-Free Policies and Procedures. For additional information, please consult the Director of Student Success or the Office of the President.

Substance Abuse Policy

Saybrook University promotes a safe, health, and productive educational and work environment for all individuals at the school. We comply with federal, state, and local laws governing the possession, use, and distribution of unlawful drugs at the work place. The sale, possession, distribution or use of illicit drugs on Saybrook premises or at its functions will not be tolerated.

- The school complies with the Drug-Free Schools and Communities Act (as amended in 1989) and prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities. (Reference: Saybrook University 2016-17 Academic Catalog page 36-41)
 - <http://catalog.saybrook.edu/>
- Furthermore, each and every member of the Saybrook community has the right and responsibility to pursue his or her academic endeavors in a safe, effective, drug-free environment.
- Saybrook will impose discipline on faculty, students and staff members who violate the standards of conduct. Students who violate the provisions of the drug-free campus policy may be subject to suspension or expulsion. Violating California & Washington state statutes may also subject the individual to criminal prosecution.

Counseling, Treatment, or Rehabilitation Programs

Any student who fails to abide by the terms of the Tobacco, Drug, and Alcohol Regulations and Policies may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by the federal, state, or local health, law enforcement, or other appropriate agency. Specific programs of counseling or rehabilitation are available within

the Oakland and Bellevue areas. The Director of Student Success can provide a list of referral sources or other rehabilitation agencies such as: Narcotics Anonymous (800-992-0401); Alcoholics Anonymous (866-247-0186); and the National Counsel of Alcoholism (800-622-2255).

Saybrook can also provide students with a list of counselors and therapists at a discounted rate. The Director of Student Success can be reached at 425-278-9313.

Definitions

Aggravated Assault

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

Alcohol Offenses

The unlawful possession, sale, transportation, manufacturing furnishing alcohol to a minor (under 21 years), transportation, manufacturing, or maintaining an unlawful drinking place, and/or public drunkenness.

Arson

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

Assault

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

Bias Crime

A criminal offense committed against a person, property or society that is motivated in whole or in part by the offender's bias against a race, religion, disability, sexual orientation, gender identity, or ethnicity/national origin; also known as Hate Crime.

Burglary

The unlawful entry into a defined structure or locked vehicle with the intent to commit a theft or any felony.

Campus

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.
2. Any building or property owned or controlled by an institution within the same reasonably contiguous to the are identified in paragraph 1 of this definition; that is owned by the institution but controlled by another person, is frequently used by students; and supports institutional purposes such as food or retail vendor.

Campus Security Authority

1. A campus police department or a campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph 1 of this definition, such as an individual who is responsible for monitoring entrance into institutional property.

3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Consent

In California, "consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

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

- a) The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- b) The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

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

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

In Washington, "consent" means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. RCW 9A.44.010

At Saybrook, consent is *informed*. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

Criminal Homicide

The killing or taking of another person's life through gross negligence.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of the relationship shall be determined based on a consideration of the following factors – the length of the relationship, the type of relationship, and the frequency of interaction between persons in the relationship. Note that California law and Washington law do not include a separate definition for “dating violence.”

Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Disabled

Of or relating to persons who have physical or mental impairments and/or challenges, whether temporary or permanent, due to conditions that are congenital or acquired by heredity, accident, injury, advanced age, or illness.

Domestic Violence

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Under California law, “domestic violence” means the infliction or threat of physical harm against past or present adult or adolescent intimate partners, including physical, sexual and psychological abuse against the person, that is a part of a pattern of assaultive, coercive, and controlling behavior directed at achieving compliance from or control over the person.

Under Washington law, “domestic violence” means a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW [9A.46.110](#) of one family or household member by another family or household member. It also is defined as the infliction or threat of physical harm against an intimate partner, and includes physical, sexual, and psychological abuse against the partner, and is a part of a pattern of assaultive, coercive, and controlling behaviors directed at achieving compliance from or control over that intimate partner. It may include, but is not limited to, a categorization of offenses, as defined in RCW [10.99.020](#), committed by one intimate partner against another.

Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance, arrest for violations of state and local law, specifically those relating to unlawful possession, sale, use, growing, manufacturing or any development of narcotic drugs.

Hate Crime

A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability

Intimidation

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

Larceny (theft)

The unlawful removal or relocation of property from the possession or constructive possession of another.

Liquor Law Violations

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Manslaughter

The killing of another person through gross negligence.

Manslaughter by Negligence

The killing of another person through gross negligence.

Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Narcotics/Drug Offenses

The unlawful possession, sale, use, transportation, cultivation, manufacturing, and/or making of narcotic drugs.

Non-campus Building or Property

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes; is frequently used by students, and is not within the same reasonably contiguous geographic area of the Institution.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus; or immediately adjacent to and accessible from the campus.

Racial Bias

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

Robbery

The unlawful taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear.

Sex Offenses (Forcible)

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- Forcible Sodomy – Oral or any sexual intercourse with another person forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault with an Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses (Non-forcible)

1. Any unlawful, but consensual sex act with another person.
2. Incest--consensual sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited.
3. Statutory rape--consensual intercourse with a person who is under the age of consent. *Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program*

Sex Offenses (Other)

1. All other unlawful misdemeanor behaviors of a sexual nature.
2. Indecent exposure.
3. Unlawful voyeurism.
4. Prostitution.
5. Loitering in a public restroom for the purpose of engaging in or soliciting in any lewd act.

Sexual Assault

Offenses classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, which includes forcible rape, forcible sodomy, sexual-assault with an object, forcible fondling, incest and statutory rape. Under California law, the term "sexual assault" is not defined. Rather, it includes many separate sex offenses, including sexual battery. Under Washington law, the term "sexual assault" is not defined. Rather, it includes sex offenses such as those listed.

Sexual Misconduct

Includes, but is not limited to, sexual harassment and sexual violence, including forcible and non-forcible sex offenses, sexual assault, domestic violence, dating violence, or stalking, as defined below.

Stalking

Occurs when an individual engages 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.

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

Under Washington law, "stalking" means if, without lawful authority and under circumstances not amounting to a felony attempt of another crime: a person intentionally and repeatedly harasses or repeatedly follows another person; and The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and the stalker either:

- (i) Intends to frighten, intimidate, or harass the person; or

(ii) Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person

Vehicle Theft

The unlawful taking of a vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of title or possession of the vehicle.

Weapons Violations (i.e. carrying, possessing, Etc.).

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapon.



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