



## **2024 Annual Security Report**

[For incidents occurring between January 1, 2023 – December 31, 2023]

# **Introduction**

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Saybrook University ("University") with information on the University's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the University will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

## **Policy for Preparing the Annual Report**

This report is prepared by the Vice Provost of Student Life and Dean of Students in cooperation with local law enforcement authorities and includes information provided by them as well as by the University's campus security authorities and various other elements of the University. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting Shaniece McGill, 55 W. Eureka Street, Pasadena, CA 91103. The University is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field and are constantly tested and re-evaluated for their effectiveness.

## **General Safety and Security Policies**

### **Campus Security Personnel & Relationship with Local Law Enforcement**

The University does not have a campus security or police department. The University works with an external vendor, Allied Universal, for parking lot security and the local police on crime prevention and security. Allied Universal patrols the parking lot Monday through Thursday, 2:30pm-10:30pm PT and Saturday through Sunday, 8:00am-5:00pm PT. Allied Universal security personnel do not have the authority to arrest individuals, they may only observe and call 911 for emergencies. Saybrook works with the Pasadena Police Department as local law enforcement and does not currently have any agreements (including, but not limited to a Memorandum of Understanding) with them for the investigation of alleged criminal offenses.

### **Campus Security Authorities**

The University has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the University's

annual report of crime statistics. The campus security authorities to whom the University would prefer that crimes be reported are listed below.

- LaGrange Smith, Executive Assistant at [lsmith6@saybrook.edu](mailto:lsmith6@saybrook.edu), 626.316.5311.
- Shaniece McGill, Vice Provost of Student Life and Dean of Students at [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu), 626.316.5342.

## Reporting a Crime or Emergency

The University encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the University, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged when the victim of a crime elects to or is unable to, make such a report.

- All crimes occurring on or near university property should be reported immediately to the local authorities at 626.744.4501. A dispatcher is available 24/7.
- All crimes or crimes in progress should be reported directly to local police or by dialing 911.
- Students, staff, and visitors should also report situations to the Vice Provost of Student Life and Dean of Students, Shaniece McGill (Phone: 626-316-5342; Email Address: [StudentAffairs@Saybrook.edu](mailto:StudentAffairs@Saybrook.edu)) or another of the campus security authorities listed above.
- Anonymous incident reports can also be made by contacting the Vice Provost of Student Life and Dean of Students, Shaniece McGill (Phone: 626-316-5342; Email Address: [StudentAffairs@Saybrook.edu](mailto:StudentAffairs@Saybrook.edu)) or another of the campus security authorities listed above.

## Confidential Reporting

The University will protect the confidentiality of victims. Only those who need to know the identity for the purposes of investigating the crime, assisting the victim, or disciplining the perpetrator will know the victim's identity.

### Confidential Reporting Procedures

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) – which can be found on the University's *Campus Safety and Sexual Misconduct* Page at: <https://www.saybrook.edu/academics/student-services/campus-safety-and-sexual-misconduct/>.

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 University. 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 have the option to receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that may 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 University 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 Saybrook community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime's statistics for the University. Anonymous crime reporting is NOT for emergencies. If you need to report an emergency, call 911.

The University does not employ any pastoral or professional counselors and thus does not have procedures for these positions to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## **Security of and Access to Campus Facilities**

### Access to Campus Facilities

Saybrook University is a non-profit University, and its campus is private property. The University has one campus and offers most of its classes online. No classes are held at our Pasadena campus. Access to Saybrook's Pasadena campus and facilities during normal business hours are permitted only with Saybrook's consent which may be withdrawn at any time for any reason. Saybrook gives implied permission to persons with genuine and legitimate purposes to enter and remain on its premises during normal business hours. That permission is, however, conditional upon the person behaving in a manner consistent with any policies or procedures the University may have in place. Where those policies or procedures are not observed, Saybrook is within its rights to withdraw permission and request the person to leave its premises.

Access to the Pasadena campus is restricted to Saybrook faculty and staff via appointment for emergency or operational necessary business. Saybrook employees, faculty, staff, and students must contact LaGrange Smith, Executive Assistant; to set an appointment and are required to wait for written confirmation prior to visiting the campus.

## **Security Considerations in the Maintenance of Facilities**

### **Campus Facilities and Security**

The campus administration is dedicated to promoting campus safety, and crime prevention is a high priority. Maintenance, Building Security, and Saybrook personnel regularly inspect campus facilities for potential safety and security hazards. Prompt response is made to repair identified hazards to further assist in providing a safe environment.

The University administrative office at the Pasadena campus is well-lit and monitored by building facilities, security, and maintenance staff.

### **Educational Programs Related to Security Awareness and Prevention of Criminal Activity**

The University seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

The University provides information regarding the University's security procedures and practices at the beginning of each academic term for students and employees. This information is in the form of posters and other displays, articles in the University newspaper, and email blasts. Among other things, it advises students and employees on the importance of reporting criminal activity, to whom crimes should be reported, being responsible for their own safety and the safety of others, and practices regarding timely warnings and emergency notifications.

Crime prevention programs are also presented each semester by Student Life. In addition, email blasts are periodically sent out to students and employees with crime prevention and other safety tips.

### **Monitoring Off-Campus Locations of Recognized Student Organizations**

The University does not have any off-campus locations of student organizations officially recognized by the University and thus the University does not monitor and record, through local police agencies, any criminal activity at such locations.

### **Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense**

Upon written request, the University will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or

offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

## **Drug and Alcohol Policy**

### **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 workplace. 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.

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. The University enforces the state's underage drinking laws and federal and state drug laws.

### **Federal Drug Laws (updated 08.05.2024)**

**Denial of Federal Benefits (21 U.S.C. § 862)** A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

**Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853)** Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A

warrant of seizure may be issued, and property seized at the time an individual is arrested on charges that may result in forfeiture.

**Federal Drug Trafficking Penalties (21 U.S.C. § 841)** Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, “liquid ecstasy”), or flunitrazepam (or, “rohypnol”), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (**21 U.S.C. § 860**) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

**Federal Drug Possession Penalties (21 U.S.C. § 844)** Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at [www.campusdrugprevention.gov/sites/default/files/2022-07/Federal Trafficking Penalties Chart 6-23-22.pdf](http://www.campusdrugprevention.gov/sites/default/files/2022-07/Federal%20Trafficking%20Penalties%20Chart%206-23-22.pdf).

## Drug and Alcohol State Laws

Category	Summary (California Code)
Possession of Marijuana	<p>It is legal for persons 21 years of age or older to smoke or ingest cannabis or cannabis products. Cal. Health &amp; Safety Code § 11362.1. It is legal for persons 21 years of age or older to possess, process, transport, purchase, obtain, or give away to persons 21 years of age or older without any compensation whatsoever, not more than 28.5 grams of cannabis not in the form of concentrated cannabis or not more than eight grams of cannabis in the form of concentrated cannabis, including as contained in cannabis products. <i>Id.</i></p> <p>Persons under 18 years of age who are found guilty of a first offense of possession of not more than 28.5 grams of cannabis, or not more than eight grams of concentrated cannabis, or both, will be required to complete four hours of drug education or counseling and up to 10 hours of community service over a period not to exceed 60 days. Cal. Health &amp; Safety Code § 11357. For a second offense or subsequent offense, persons under 18 years of age will be required to complete six hours of drug education or counseling and up to 20 hours of community service over a period not to exceed 90 days. <i>Id.</i> If the offender is at least 18 years of age but less than 21, a fine of not more than \$100 will be imposed. <i>Id.</i> If the offender is over 18 years of age and possesses more than 28.5 grams of cannabis, or more than eight grams of concentrated cannabis, or both, a term of imprisonment for a period of not more than six months and/or a fine of not more than \$500 will be imposed. <i>Id.</i> As the quantity of cannabis increases, the crime classification becomes more severe and related penalties increase. <i>Id.</i></p> <p>Except as otherwise authorized by law, a person aged 18 or older who transports, imports, sells, furnishes, administers, or gives away, or offers to transport, import, sell, furnish, administer, or give away, or attempts to import or transport any cannabis will generally be punished by imprisonment for six months, a fine of not more than \$500, or both. Cal. Health &amp; Safety Code § 11360. However, for a person who transports, offers to transport, or attempts to transport not more than 28.5 grams of cannabis, other than concentrated cannabis, that person will instead be guilty of an infraction and shall be punished by a fine of not more than one hundred dollars (\$100). <i>Id.</i></p>
Controlled Substances	<p>California statutes cover a wide range of offenses related to delivering, selling, furnishing, transferring, possessing, or manufacturing controlled substances formerly classified as “narcotics” and “restricted dangerous drugs.” See Cal. Health &amp; Safety Code §§ 11350 – 11392.</p>



Category	Summary (California Code)
	<p>Penalties include prison sentences and monetary fines. See Cal. Health &amp; Safety Code §§ 11350 and 11377. These penalties can vary widely based on the type of controlled substance involved, the number and type of prior convictions, and the intent of the individual to manufacture, sell, or use the drug. The possession of many drugs, absent other actions, prior convictions, or additional illicit intent, will lead to a penalty of imprisonment of up to one year. Cal. Health &amp; Safety Code §§ 11350, 11377. Possession of controlled substances with intent to sell leads to longer penalties. Cal. Health &amp; Safety Code §§ 11351, 11378. Even more serious punishment can result from transporting, importing into the state, selling, furnishing, administering, or giving away controlled substances. Cal. Health &amp; Safety Code §§ 11352, 11379. Involving a minor in any capacity—such as using or employing a minor, inducing a minor to violate provisions, selling or furnishing to a minor, or acting in locations where minors are present—can also result in lengthy penalties. Cal. Health &amp; Safety Code §§ 11353 – 11354, 11380.</p>
Alcohol and Minors	<p>Any person under 21 years of age who purchases any alcoholic beverage or consumes any alcoholic beverage in any on-sale premises is guilty of a misdemeanor punishable by a fine of \$250 and/or between 24 and 32 hours of community service. Cal. Bus. &amp; Prof. Code § 25658. Second or subsequent offenses are punishable by a fine of up to \$500 and/or between 36 and 48 hours of community service. <i>Id.</i> Additionally, any person under 21 years of age who possesses any alcoholic beverage on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor and shall be punished by a fine of \$250 or 24 hours to 32 hours of community service. Cal. Bus. &amp; Prof. Code § 25662.</p> <p>Any person who uses false evidence of age or identity for the purpose of ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure, the serving of any alcoholic beverage, or who possesses any false evidence of age and identity, is guilty of a misdemeanor and will be punished by a fine of at least \$250, 24 to 32 hours of community service, or both. Cal. Bus. &amp; Prof. Code § 25661. It is also a misdemeanor for a person to be intoxicated or under the influence of a controlled substance in public to the extent that the person is unable to exercise care for their own safety or the safety of others or to the extent that they interfere with or obstruct any street, sidewalk, or other public way. Cal. Penal Code § 647(f). This is punishable by a fine of \$1,000, imprisonment for six months or less, or both, although there are circumstances where a person will not be criminally charged. Cal. Penal Code §§ 647(f)-(g), Cal. Penal Code § 19.</p> <p>A person who sells, furnishes, gives, or causes to be sold, furnished, or given away any alcoholic beverage to any person</p>

Category	Summary (California Code)
	under 21 years of age is guilty of a misdemeanor. Cal. Bus. & Prof. Code § 25658. Furnishing an alcoholic beverage to any person under 21 years of age is punishable by a fine of \$1,000 and at least 24 hours of community service. <i>Id.</i> If the person under 21 years of age subsequently consumes the alcohol and causes great bodily injury or death to themselves or any other person, the person who furnished the alcohol will be imprisoned for a term between 6 months and 1 year and/or fined \$3,000. <i>Id.</i>
Driving Under the Influence (DUI)	<p>It is illegal to operate a vehicle while under the influence of alcohol or any drug, or to operate a vehicle or with a blood alcohol content of 0.08 percent or more. Cal. Veh. Code § 23152. It is also illegal to operate a vehicle when addicted to the use of any drug unless the person is participating in an approved narcotic treatment program. See Violation of these provisions is a misdemeanor. Cal. Veh. Code § 40000.15. Punishment for a first offense is between 96 hours to 6 months imprisonment, with at least 48 hours of imprisonment being continuous, as well as a fine of \$390 to \$1,000. Cal. Veh. Code § 23536.</p> <p>It is an infraction punishable by a fine of up to \$250 to drink any alcoholic beverage or smoke or ingest marijuana or any marijuana product while driving or riding as a passenger in a motor vehicle on the highway or on many lands open and accessible to the public. Cal. Veh. Code §§ 23220 – 23221; Cal. Penal Code § 19.8. It is also an infraction punishable by a fine of up to \$250 for a driver or passenger of a motor vehicle on a highway or on many lands open and accessible to the public to possess an opened container of alcohol. Cal. Veh. Code § 23223. With exceptions, it is illegal for a person under 21 to drive a motor vehicle carrying an alcoholic beverage or for a passenger in a motor vehicle under 21 to possess or have under their control an alcoholic beverage. Cal. Veh. Code § 23224(d). This is punishable by a fine of up to \$1,000, imprisonment for up to six months, or both. Cal. Veh. Code § 23224(d).</p>

## Drug and Alcohol Abuse Prevention Program

During this reporting period, the Vice Provost of Student Life and Dean of Students and Student Life Coordinator developed an initial framework for offering online and in-person programming consistent with federal regulations. The Vice Provost of Student Life, Dean of Students, and Student Life Coordinator intend to conduct a biennial review of these programs to evaluate their effectiveness. An annual email notification to students and employees regarding certain drug/alcohol-related information (such as general state laws of alcohol possession and consumption, legal sanctions for violations of applicable laws, health risks, compliance, sanctions, counseling, treatment and rehabilitation programs, and substance abuse resources,) was sent on November 8, 2023. For more information, see below.

- Student alcohol/drug policy: The Vice Provost of Student Life and Dean of Students oversees student compliance with the [Tobacco, Drug, and Alcohol Regulations and Policies](#).
- Employee alcohol/drug policy: The Office of the President oversees employee compliance with the Drug-Free Policies and Procedures. For additional information, please consult the Office of the President at [presidentsoffice@saybrook.edu](mailto:presidentsoffice@saybrook.edu).

### 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 counseling or rehabilitation programs are available in the Pasadena and Bellevue areas. The Vice Provost of Student Life and Dean of Students can provide a list of referral sources or other rehabilitation agencies such as: Narcotics Anonymous (<https://www.na.org/>); Alcoholics Anonymous (<https://www.aa.org/>); and the National Counsel of Alcoholism and Drug Dependence (800-622-2255). Saybrook can also provide students with a list of counselors and therapists at a discounted rate. The Vice Provost of Student Life and Dean can be reached at 626-316-5342.

## **Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Consistent with applicable laws, the University prohibits dating violence, domestic violence, sexual assault, and stalking. The University's policy used to address complaints of this nature, as well as the procedures for filing, investigating, and resolving complaints, may be found at:

- Title IX Policy: Saybrook's full Title IX Policy is available here - <https://www.saybrook.edu/title-ix-policy-and-training-materials/>
- Academic Catalog and Student Handbook: The University strives to provide a safe environment for faculty, staff, and students. The Academic Catalog and Student Handbook provides a summary of the university's Title IX Policy and contact information for the Vice Provost of Student Life and Dean of Students/Title IX Coordinator. The Academic Catalog and Student Handbook are available on the [Saybrook website](#).
- Employee Handbook: The university strives to provide a safe environment for faculty, staff, and students. The Employee Handbook includes a summary of the university's Title IX Policy. The Employee Handbook is not public-facing, and information pertaining to this policy may requested by contacting [saybrookhumanresources@saybrook.edu](mailto:saybrookhumanresources@saybrook.edu).

The following sections of this report discuss the University's educational programs to promote the awareness of dating violence, domestic violence, sexual assault, and

stalking; provide information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred. Additionally, the sections below also describe the steps, anticipated timelines, and decision-making processes for each type of disciplinary proceeding and process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of allegations of dating violence, domestic violence, sexual assault, or stalking.

## Primary Prevention and Awareness Program:

The University conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the University prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

## Crime Definitions

Crime Type (California Penal Code)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that California law does not define the term dating violence.
Domestic Violence	<p>“Domestic violence” is abuse perpetrated against any of the following persons: (a) A spouse or former spouse. (b) a cohabitant or former cohabitant, as defined in Section 6209. (c) A person with whom the respondent is having or has had a dating or engagement relationship. (d) A person with whom the respondent has had a child, where the presumption applies that the male parent is the father of the child of the female parent under the Uniform Parentage Act. (e) A child of a party or a child who is the subject of an action under the Uniform Parentage Act, where the presumption applies that the male parent is the father of the child to be protected. (f) Any other person related by consanguinity or affinity within the second degree. (Cal Fam. Code. § 6211).</p> <p>California law (Cal. Pen. Code §§ 242 &amp; 243(e)(1)) provides penalties for battery (i.e., any willful and unlawful use of force or violence against another) when it is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship.</p> <p>Also, Cal. Pen. Code § 273.5 provides penalties for willful infliction of corporal injury:</p>

Crime Type (California Penal Code)	Definitions
	<ul style="list-style-type: none"> <li>a. Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000), or by both that fine and imprisonment.</li> <li>b. Subdivision (a) shall apply if the victim is or was one or more of the following: <ul style="list-style-type: none"> <li>1. The offender's spouse or former spouse.</li> <li>2. The offender's cohabitant or former cohabitant.</li> <li>3. The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.</li> <li>4. The mother or father of the offender's child.</li> </ul> </li> <li>c. Holding oneself out to be the spouse of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section.</li> <li>d. As used in this section, "traumatic condition" means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, "strangulation" and "suffocation" include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.</li> <li>e. For the purpose of this section, a person shall be considered the father or mother of another person's child if the alleged male parent is presumed the natural father under Sections 7611 and 7612 of the Family Code.</li> </ul>
Stalking (Ca. Pen. Code § 646.9)	<ul style="list-style-type: none"> <li>• Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.</li> <li>• The following definitions apply to the crime of stalking: <ul style="list-style-type: none"> <li>○ "harasses" means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.</li> <li>○ "course of conduct" means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct."</li> </ul> </li> </ul>

Crime Type (California Penal Code)	Definitions
	<ul style="list-style-type: none"> <li>○ “credible threat” means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of “credible threat.”</li> <li>○ the term “electronic communication device” includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers. “Electronic communication” has the same meaning as the term defined in Subsection 12 of Section 2510 of Title 18 of the United States Code.</li> </ul>
Sexual Assault	<p>The institution has determined, based on good-faith research, that California law does not define the term sexual assault. California prosecutes such crimes as “sexual battery” under Cal. Penal Code § 243.4 defined as:</p> <ul style="list-style-type: none"> <li>a. Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.</li> <li>b. Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.</li> <li>c. Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. A violation of this subdivision is</li> </ul>

Crime Type (California Penal Code)	Definitions
	<p>punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).</p> <p>d. Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery.</p> <p>e. (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery. (2) As used in this subdivision, "touches" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.</p> <p>f. As used in subdivisions (a), (b), (c), and (d), "touches" means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.</p> <p>g. As used in this section, the following terms have the following meanings:</p> <ol style="list-style-type: none"> <li>1. "Intimate part" means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.</li> <li>2. "Sexual battery" does not include the crimes defined in Section 261 or 289.</li> <li>3. "Seriously disabled" means a person with severe physical or sensory disabilities.</li> <li>4. "Medically incapacitated" means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.</li> <li>5. "Institutionalized" means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.</li> <li>6. "Minor" means a person under 18 years of age.</li> </ol>
Rape, Fondling, Incest, Statutory Rape	For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. These definitions under California law are as follows:

Crime Type (California Penal Code)	Definitions
	<ul style="list-style-type: none"> <li>• Rape (Cal. Pen. Code § 261): (a) Rape is an act of sexual intercourse accomplished under any of the following circumstances:             <ol style="list-style-type: none"> <li>1. If a person who is not the spouse of the person committing the act is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. This paragraph does not preclude the prosecution of a spouse committing the act from being prosecuted under any paragraph of this subdivision or any other law.</li> <li>2. If it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.</li> <li>3. If a person is prevented from resisting by an intoxicating or anesthetic substance, or a controlled substance, and this condition was known, or reasonably should have been known by the accused.</li> <li>4. If a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions: (A) Was unconscious or asleep; (B) Was not aware, knowing, perceiving, or cognizant that the act occurred; (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact; (D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.</li> <li>5. If a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.</li> <li>6. If the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.</li> </ol> </li> </ul>



Crime Type (California Penal Code)	Definitions
	<p>7. If the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.</p> <ul style="list-style-type: none"> <li>• (b) For purposes of this section, the following definitions apply: (1) "Duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and the victim's relationship to the defendant, are factors to consider in appraising the existence of duress. (2) "Menace" means any threat, declaration, or act that shows an intention to inflict an injury upon another.</li> <li>• Fondling: The institution has determined, based on good-faith research, that California law does not define the term fondling. California prosecutes such crimes as "sexual battery" under Cal. Penal Code § 243.4 (defined above).</li> <li>• Incest (Cal. Pen. Code § 285): Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.</li> <li>• Statutory Rape: The institution has determined, based on good-faith research, that California law does not define the term statutory rape. California prosecutes such crimes as "Unlawful sexual intercourse with person under 18" under Cal. Penal Code § 261.5 (defined below).</li> </ul>
Other "sexual assault" crimes	<p>Other crimes under California law that may be classified as a "sexual assault" include the following:</p> <ul style="list-style-type: none"> <li>• Unlawful sexual intercourse with person under 18 (Cal. Pen. Code § 261.5): <ul style="list-style-type: none"> <li>a. Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a "minor" is a person</li> </ul> </li> </ul>

Crime Type (California Penal Code)	Definitions
	<p>under 18 years of age and an "adult" is a person who is 18 years of age or older.</p> <p>b. A person who engages in an act of unlawful sexual intercourse with a minor who is not more than three years older or three years younger than the perpetrator, is guilty of a misdemeanor.</p> <p>c. A person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.</p> <p>d. A person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.</p> <ul style="list-style-type: none"> <li>• Unlawful sexual intercourse, sexual penetration, oral copulation or sodomy; consent procured by false or fraudulent representation with intent to create fear (Cal. Pen. Code § 266c): Every person who induces any other person to engage in sexual intercourse, sexual penetration, oral copulation, or sodomy when his or her consent is procured by false or fraudulent representation or pretense that is made with the intent to create fear, and which does induce fear, and that would cause a reasonable person in like circumstances to act contrary to the person's free will, and does cause the victim to so act, is punishable by imprisonment in a county jail for not more than one year or in the state prison for two, three, or four years. As used in this section, "fear" means the fear of physical injury or death to the person or to any relative of the person or member of the person's family.</li> <li>• Aggravated sexual assault of a child (Cal. Pen. Code § 269): Any person who commits any of the following acts [as defined by state law] upon a child who is under 14 years of age and seven or more years younger than the person is guilty of aggravated sexual assault of a child: (1) Rape; (2) Rape or sexual penetration, in concert; (3) Sodomy; (4) Oral copulation; (5) Sexual penetration.</li> <li>• Sodomy (Cal. Pen. Code § 286): Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.</li> </ul>

Crime Type (California Penal Code)	Definitions
	<ul style="list-style-type: none"> <li>• Oral copulation (Cal. Pen. Code § 287): Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another person.</li> <li>• Forcible acts of sexual penetration (Cal. Pen. Code § 289):             <ul style="list-style-type: none"> <li>A. Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.</li> <li>B. Any person who commits an act of sexual penetration upon a child who is under 14 years of age, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.</li> <li>C. Any person who commits an act of sexual penetration upon a minor who is 14 years of age or older, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 6, 8, or 10 years.</li> </ul> </li> </ul>
Consent (as it relates to sexual activity)	<ul style="list-style-type: none"> <li>• Cal. Pen. Code § 261.6: (a) In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, "consent" means positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. (b) A current or previous dating or marital relationship is not sufficient to constitute consent if consent is at issue in a prosecution under Section 261, 286, 287, 289, or former Section 262 or 288a.</li> <li>• Cal. Pen. Code § 261.7: In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.</li> </ul>

### University Definition of Consent

The University uses the following definition of consent in its sexual misconduct policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

**Affirmative 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 they have the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.

1. Lack of protest or resistance does not mean consent;
2. Silence does not mean consent;
3. 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 that the alleged lack of affirmative consent that Respondent believed that Complainant consented to the sexual activity under either of the following circumstances:

- (A) Respondent's belief in affirmative consent arose from the intoxication or recklessness of Respondent;
- (B) Respondent did not take reasonable steps, in the circumstances known to Respondent at the time, to ascertain whether Complainant affirmatively consented.

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

- (A) Complainant was asleep or unconscious.
- (B) Complainant 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) Complainant was unable to communicate due to a mental or physical condition.

Affirmative Consent cannot be given if any of the following are present:  
Incapacitation, Force, or Coercion.

### Risk Reduction

#### 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 if 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 cash 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 walking 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 something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
11. **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.
12. **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.
13. **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 him or her to a safe place immediately.
14. **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).
15. 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.

### Bystander Intervention

#### How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders 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.

#### Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other

pertinent information. Much of this information is set forth in the upcoming sections of this security report.

## **Ongoing Prevention and Awareness Campaign:**

The University also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

## **PPAP and OPAC Programming Methods:**

### Prevention and Reduction of Sexual Misconduct

The prevention, reduction, and response to domestic violence, dating violence, sexual assault, and stalking is a key aspect of the University's campus safety procedures. New students, faculty, and staff receive mandatory online training developed by Vector Solutions. Within the first two semesters of every new student enrollment cycle, Student Life enrolls new students in the Sexual Violence Prevention for Graduate Students course. Students have 90 days to complete the training. At the onset of hiring, Human Resources enrolls faculty and staff members in the Preventing Harassment & Discrimination: Clery Act and Title IX course. All new faculty and staff hires have 30 days to complete the training.

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 as soon as possible. You may also contact the University's Title IX Coordinator at [saybrooktitleix@saybrook.edu](mailto:saybrooktitleix@saybrook.edu), 626.316.5342.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

### Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at:

- Pasadena: Huntington Hospital 100 W. California Blvd., Pasadena, CA, 91105, 626.397.5000  
Bellevue: Overlake Medical Center 1035 116th Avenue NE Bellevue, WA 98004, 425.688.5000
- North Hollywood: Providence Saint Joseph Medical Center 501 S. Buena Vista Street, Burbank, CA 91505, 818.843.5111.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

### Security/Law Enforcement & How to Make a Police Report

- Pasadena Police Department: 207 Garfield Avenue Pasadena, CA 91101 For emergencies: 911 For non-emergencies: 626.744.4501
- Bellevue Police Department: 450 110th Avenue NE Bellevue, WA 98004 For emergencies: 911 For non-emergencies: 425.577.5656
- Los Angeles Police Department, North Hollywood Division: 11640 Burbank Blvd. North Hollywood, CA 91601 For emergencies: 911 For non-emergencies: 877.275.5273
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

### Information about Legal Protection Orders

Information on how to obtain a protective order (Emergency Protective Order, Gun Violence Emergency Protective Order, and protective orders issued in a criminal case) for the state of California is available on the California Courts Self-Help Guide available [here](#). When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The University will also enforce any temporary restraining order or other no-contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file



with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the University will take all reasonable and legal action to implement the order.

The University does not issue legal orders of protection. However, as a matter of institutional policy, the University may impose a no-contact order between individuals in appropriate circumstances. The University may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

### **Available Victim Services:**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the University and in the surrounding community. Those services include:

#### *University Resources*

- Saybrook University students have FREE, 24/7 access to virtual care services with TimelyCare. As part of Saybrook University’s partnership with TimelyCare, students have access to services in TimelyCare, including **MedicalNow**, which provides on-demand support for common health issues, including colds, flu, and allergies, and **Scheduled Medical** where students choose the day, time, and medical provider that best works for you. This resource is only accessible to Saybrook University students using their login credentials and via the app or website found here: <https://app.timelycare.com/auth/login>.
- Saybrook University students also have access to mental health services through TimelyCare for immediate and scheduled counseling. **TalkNow** offers 24/7, on-demand emotional support to talk about anything, including anxiety, relationships, depression, and school-related stressors. Scheduled Counseling allows students to choose the day, time, and mental health provider that best works for them. (12 visits per year). This resource is only accessible to Saybrook University students using their login credentials and via the app or website found here: <https://app.timelycare.com/auth/login>.
- Saybrook University students also have access to Student Solutions. Student Solutions is a free, confidential, around-the-clock counseling service available to all Saybrook students. Available resources include confidential counseling, substance abuse counseling, financial guidance, and legal support and resources. Students may contact Student Solutions at 866.379.0894 or by visiting the website, [www.guidanceresources.com](http://www.guidanceresources.com) using the Web identifier: SAYBROOK.
- Student Financial Aid – Sometimes, a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator

can assist in facilitating this conversation if desired. The Financial Aid Department may be reached at 888.253.5100 option #1 or by email at [finaid@saybrook.edu](mailto:finaid@saybrook.edu). Information is also available on the website: <https://community.saybrook.edu/studentfinance/Pages/fa-overview.aspx>.

### *State/Local Resources*

#### *Hospital Resources:*

- Pasadena: Huntington Hospital, 100 W. California Blvd., Pasadena, CA 91105, 626.397.5000, <https://www.huntingtonhealth.org/>
- Bellevue: Overlake Medical Center, 1035 116th Avenue NE, Bellevue, WA 98004, 425.688.5000, <https://www.overlakehospital.org/> ,
- North Hollywood: Providence Saint Joseph Medical Center, 501 S. Buena Vista Street, Burbank, CA 91505, 818.843.5111, <https://www.providence.org/locations/socal/saint-joseph-medical-center>

#### *Advocacy Resources:*

- YWCA Greater Los Angeles: <https://www.ywcagla.org/>
- Sexual Violence Law Center: <https://svlawcenter.org/>

#### *Legal Aid Resource:*

- California Legal Aid Foundation: <https://www.lawhelpca.org/find-legal-help>

### *National Resources*

- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org/>
- US Dept. of Justice Office on Violence Against Women: <https://www.justice.gov/ovw>
- National Coalition Against Domestic Violence: <http://www.ncadv.org/>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/>
- Immigration Advocates Network: <https://www.immigrationadvocates.org/>

### **Accommodations and Protective Measures:**

The University will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the University is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or protective measures should be made to the Title IX Coordinator at [saybrooktitleix@saybrook.edu](mailto:saybrooktitleix@saybrook.edu), and the Title IX Coordinator is

responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the University may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The University will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the University's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the University in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim to provide an accommodation or protective order, the University will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

### **Procedures for Disciplinary Action:**

The text below is adapted from Saybrook's Title IX Policy. For the full Title IX Policy as well as additional resources, please visit our Campus Safety & Security Webpage: <https://www.saybrook.edu/title-ix-policy-and-training-materials/> and the Title IX Webpage: <https://community.saybrook.edu/titleix>.

This section of the report describes the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegations of dating violence, domestic violence, sexual assault, or stalking.

The complaint resolution procedures are invoked once a report is made to one of the following individuals:

Shaniece McGill

Vice Provost of Student Life and Dean of Students/Title IX Coordinator

[saybrooktitleix@saybrook.edu](mailto:saybrooktitleix@saybrook.edu)

626.316.5342

Joseph Strouth  
Associate Dean of Students  
626.316.5325  
[saybrooktitleix@saybrook.edu](mailto:saybrooktitleix@saybrook.edu)

Reports may be made **electronically** via the Report a Title IX Concern Form: <https://forms.office.com/Pages/ResponsePage.aspx?id=wXL6IAYRXUmqH5LQq5iWBmFqmdKV%20HclJkGCGqFI23sVURVlaT0E4QVdaWVJaQjAxM1ZQUlpWQlVNVy4u>.

Following receipt of a report alleging a potential violation of this Policy, the Title IX Coordinator will contact the Complainant to schedule a meeting with the Title IX Coordinator for an initial intake and assessment meeting and will provide the following:

1. An invitation to meet to offer assistance and explain their rights, resources, and options under this Policy as well as Saybrook University's response to reports, and preliminary victim interview;
2. Access to the Policy;
3. Information regarding available resources for counseling, health care, mental health, or victim advocacy. Upon request, information regarding legal assistance, visa and immigration assistance, student financial aid and other available services may be provided;
4. The availability of Supportive Measures regardless of whether a complaint is filed and/or any resolution process is initiated;
5. The options for resolution (no action, support-based resolution, agreement-based resolution, and investigation and decision-making resolution) and how to initiate such resolution processes;
6. The right to notify law enforcement as well as the right not to notify law enforcement;
7. The importance of preserving evidence and, in the case of potential criminal misconduct, how to get assistance from local law enforcement in preserving evidence;
8. For cases of California Sexual Violence, the role of victim advocates and all party's right to consult with an attorney, at their own expense, at any stage of the process if they wish to do so. An attorney may serve as a support person or advisor.
9. The identification and location of witnesses;
10. The right to an advisor of choice, if applicable, during Saybrook University proceedings under this Policy including the initial meeting with the Title IX Coordinator;
11. A statement that retaliation for filing a complaint, or participating in the complaint process, is prohibited; and
12. Information on how to initiate the Investigation or Resolution-Based Agreement process and how those procedures work, including contacting and interviewing Respondent and seeking identification and location of witnesses and possible disciplinary consequences.

## **Rights and Options**

The Title IX Coordinator will provide the Complainant Party of sexual misconduct with written information about available support services and resources, and also assist the Complainant 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 Complainant 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 provide written notification to Reporting Parties of sexual assault, dating violence, stalking or domestic violence, whether the offense occurred on campus or off campus, of their rights and options to:

1. Notify appropriate law enforcement authorities, including local police.
2. Receive assistance from university 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 University'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.

## **Options for Resolution**

There are multiple ways to resolve a complaint or report of sex discrimination. This section includes information on (1) Support-Based Resolution, (2) Agreement-Based Resolution and (3) Investigation and Decision-Making Resolution.

## **A. Support-Based Resolution**

A support-based resolution is an option for a Complainant who does not wish Saybrook University to take any further steps to address their concern, and when the Title IX Coordinator determines that another form of resolution, or further action, is not required. Some types of support that may be appropriate include but are not limited to: adjustments or changes to class schedules; adjusted deadlines for projects or assignments; adjustments to work schedule or arrangements; escorts to and around campus; and/or counseling.

A support-based resolution does not preclude later use of another form of resolution, for example if new information becomes available to Saybrook University and the Title IX Coordinator determines there is need for additional steps to be taken, or the Complainant later decides to pursue a Resolution Agreement or investigation and decision making.

## **B. Agreement-Based Resolution**

Agreement-Based Resolution is an alternative where the Parties each voluntarily agree to resolve the complaint in a way that does not include an investigation and does not include any finding of responsibility. Agreement-Based Resolution is a voluntary, structured interaction between or among affected parties that balances support and accountability. If Saybrook University offers Agreement-Based Resolution to the parties, and they voluntarily consent to engage in that process, the Title IX Coordinator must still take other prompt and effective steps as needed to ensure that sex discrimination, harassment, and retaliation does not continue or recur within the education program or activity. Parties and the Title IX Coordinator may agree to exit the investigation and decision-making process to explore Agreement-Based Resolution.

The University's Policy includes two types of investigation and decision-making procedures.

1. Procedures covering all Prohibited Conduct matters **except for** sex-based harassment involving a student as a party (106. 45 Procedures in the Policy); and
2. Procedures covering sex-based harassment involving a student as a party (106. 46 Procedures in the Policy).

The following information applies to both types of the investigation and decision-making procedures:

### **Acceptance of Responsibility**

If a Respondent accepts responsibility for all or part of the Prohibited Conduct alleged, the Title IX Coordinator or designated sanctioning officer will issue an appropriate sanction(s) or responsive action as to those violation(s) and continue processing remaining allegations of Prohibited Conduct, if any.

## **Assignment of the Investigator and/or Decisionmaker**

Saybrook University will assign a trained Investigator and/or Decisionmaker to conduct an adequate, reliable, and impartial investigation and determination, as applicable, in a reasonably prompt timeframe. Saybrook University reserves the right to utilize internal or external Investigators and Decisionmakers. As required by California law, those involved in the process shall have undergone a comprehensive, trauma-informed training program for campus officials involved in investigating and adjudicating sexual assault, domestic violence, dating violence, and stalking cases.

All parties have the option to participate in the investigation, and each have the same rights during the resolution process including the right to an advisor, to submit relevant witness names and evidence, and to review the evidence gathered by the Investigator prior to the Investigator providing the final report to the Decisionmaker.

The Investigator will establish deadlines for submission of names of relevant witnesses and submission of evidence and communicate those deadlines to the parties in writing.

## **Nature of Process**

The investigation and adjudication of alleged Prohibited Conduct under this Policy is not an adversarial process between a Complainant, a Respondent, and the witnesses, but rather a process for Saybrook University to comply with its obligations under existing law. The investigation and adjudication shall provide all parties with appropriate due process and reach reasonable conclusions based on the evidence collected.

## **Timeline**

Saybrook University strives to complete the investigation process within ninety (90) days from the date of the Notice of Investigation and shall communicate with the Parties regarding the anticipated timeline. The communicated timeline information shall include:

- i. The period during which Saybrook University shall conduct any investigation.
- ii. The date by which the parties shall be notified of the outcome of any investigation.
- iii. The deadlines and process for parties to appeal.

The Investigator and/or Title IX Coordinator shall provide the Parties with periodic status updates, in writing.

The Title IX Coordinator has the discretion to determine that Agreement-Based Resolution is not an appropriate way to address the reported conduct and that the matter must instead be resolved through an alternate process.

## Appeal Process

Determinations may be appealed in writing by either party. Appeals will be sent to the Title IX Coordinator, who will then send the appeal to the designated Appeals Panel assigned by the Title IX Coordinator to conduct a written review of the appeal(s) and to make a final determination. Appeals must be in writing and filed within ten (10) days following the issuance of the Notice of Outcome.

A three-member appeals panel, consisting of at least three members of a pool of administrators and faculty trained in this policy will be designated by the Title IX Coordinator, who will also designate an Appeal Chair.

No appeal panelists will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. All appeals panelists will receive training regarding this policy and the appeals process. The parties will be advised of filing of the appeal and of the members on the panel and may, within two business days of being provided with their names, raise a concern regarding bias or conflict of interest by submitting a written notification to the Title IX Coordinator raising the concern. The Appeal Chair will determine whether the concern is reasonable and supportable. If so, another member or members will be assigned to the appeals panel.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the Request for Appeal meets the grounds and is timely filed.

When an appeal is properly filed and accepted for consideration, as determined by the Appeal Chair, the other party shall be notified and provided with a copy of the filed appeal within one (1) day and have five (5) days to respond to the appeal in writing. Any party's decision not to submit a reply to an appeal is not evidence that the non-appealing party agreed with the appeal.

Within three (3) days of an Appeals Panel being assigned, either party may provide written objection to a panelist on the basis of an actual bias or conflict of interest. Any objection is to be sent to the Title IX Coordinator. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator will replace one or more panelists.

Appeals may be filed only on the following three grounds:

1. **Procedural Error:** A procedural error occurred and would change the outcome. A description of the error and its impact on the outcome of the case must be included in the written appeal; or
2. **New Evidence:** New evidence or information has arisen that was not available or known to the party during the investigation, that would change the outcome. Information that was known to the party during the resolution process but which they chose not to present is not considered new information. The new evidence, an



explanation as to why the evidence was not previously available or known, and an explanation of its potential impact on the investigation findings must be included in the written appeal; or

**3. Actual Conflict of Interest or Demonstrated Bias:** The Title IX Coordinator, Investigator, Decisionmaker or others with a role in the process with an actual conflict of interest or demonstrated bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that would change the outcome. Any evidence supporting the alleged conflict of interest or demonstrated bias must be included in the written appeal.

The Appeals Panel will make a determination regarding the appeal and communicate that decision, along with a rationale for the decision to the Title IX Coordinator who will communicate the Appeals Panel's decision to the parties. The decision of the Appeals Panel is final.

### **Rights of the Parties in an Institutional Proceeding:**

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
  - A prompt, fair and impartial process is one that is:
    - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
    - Conducted in a manner that:
      - Is consistent with the institution's policies and transparent to the accuser and the accused.
      - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
      - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
    - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
  - Such training addresses topics such as the definition of sexual harassment; the scope of the University's education programs and activities; how to conduct investigations, hearings, and appeals and informal resolutions (as applicable); relevant evidence and how it should be used during a proceeding; proper techniques for questioning

witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.

3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the preponderance of the evidence standard; more likely than not that a violation of the policy occurred..
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.

### **Disciplinary Proceedings: Sanctions or Protective Measures that the University May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:**

#### **Sanctions for Violations of Saybrook’s Policy on Sexual Misconduct**

Saybrook University may impose sanctions on a Respondent who is found responsible for a violation of the University’s policies related to dating violence, domestic violence, sexual assault, or stalking offenses. Remedies must be designed to restore or preserve equal access to Saybrook University's education program or activity. The Title IX Coordinator is responsible for the effective implementation of any remedies.

The form of sanction or discipline used will depend on the nature of the offense, as well as any prior disciplinary history. Such discipline or sanction will be imposed pursuant to and in accordance with any and all applicable University rules, policies, and procedures. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous grievances or allegations involving similar conduct;
- The need for sanctions/responsive actions to bring an end to the sex discrimination or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of sex discrimination or retaliation;
- The need to remedy the effects of the sex discrimination or retaliation on the victim and the campus community.

Student sanctions imposed are implemented when the decision is final (after an appeal, or, if there was no appeal, after the appeals period expires).

Sanctions for dating violence, domestic violence, sexual assault, and stalking against students and employees:

- Formal written warning.
- Performance Improvement Plan (a plan intended to require reflection and remediation of behavior found to have violated this policy).
- No contact order pertaining to certain Saybrook Community Members or physical locations.
- Probation (a written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within one academic year. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.).
- Suspension (termination of student status for a definite period of time not to exceed one academic year and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Saybrook).
- Withholding of a degree or certificate.
- Referral to counseling services and/or Student Solutions for the Respondent; and/or
- Dismissal from Saybrook.

An employee found responsible for violating this Policy may be referred to the appropriate academic official for any other applicable processes.

Disciplinary sanctions and disciplinary steps for employee Respondents:

- Warning – Verbal or Written
- Performance Improvement Plan
- Referral for Counseling
- Required Training or Education
- Probation
- Loss of Variable or Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination

People found responsible for a violation of this Policy will be subject to sanction(s) regardless of whether legal proceedings involving the same incident are underway or anticipated.

During an investigation, supportive measures for both parties may be put in place, regardless of whether the Complainant chooses to report the incident to local law enforcement. If requested by the Complainant 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 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.

### **Publicly Available Recordkeeping:**

The University will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the University to the extent permitted by law.

### **Victims to Receive Written Notification of Rights:**

When a student or employee reports to the University that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

### **Sex Offender Registration Program:**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the University of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting Shaniece McGill, Vice Provost of Student Life and Dean of Students at [saybrooktitleix@saybrook.edu](mailto:saybrooktitleix@saybrook.edu), 626.316.5342. State registry of sex offender information may be accessed at the following link: <https://oag.ca.gov/sex-offender-reg>.

### **Timely Warnings and Emergency Response**

#### **Timely Warnings**

In the event of criminal activity occurring either on campus or off campus that in the

judgment of the Timely Warning Procedures 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 designated Communications Coordinators. The decision to disseminate a timely warning will be made by the Leadership Team on a case-by-case basis, considering all the facts surrounding the crime and the continuing danger to the Saybrook community. (The Leadership Team members can be found listed in our EPRP.) 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 the Human Resources Coordinator. Saybrook University has communicated with local police requesting their cooperation in informing the institution about crimes reported to them that may warrant timely warnings. constitutes a serious or continuing threat to members of the campus community, a campus-wide "timely warning" will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Human Resources Coordinator, Joletta Sells,  
[saybrookhumanresources@saybrook.edu](mailto:saybrookhumanresources@saybrook.edu)

The University has communicated with local law enforcement asking them to notify the University if it receives reports or information warranting a timely warning.

### Emergency Response

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 LaGrange Smith and Human Resources Coordinator Joletta Sells.

Key priorities of emergency communications will be:

- Providing timely status reports and announcements to the Saybrook community internal audience, which includes:
  - Employees, faculty, and staff
  - Students

- Visitors
  - Groups using Saybrook facilities
  - The Community Solution Education System “The System”
- Communicating accurate information to external audiences as determined prudent on a case-by-case basis to help prevent the spread of rumors and misinformation. External audiences may include:
  - Family and relatives of students, employees, faculty, and staff
  - Alumni
  - Board of Trustees
  - Community-at-large
  - Neighbors
- Gathering information, reports, and recommendations on the status of the emergency as it evolves.

The Human Resources Coordinator will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution’s response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other University departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the Executive Assistant and Human Resources Coordinator, will consult with other appropriate University officials to determine the appropriate segment or segments of the University community to be notified.

The Human Resources Coordinator in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The Leadership Team will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

Timely and accurate communication with the Saybrook community 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 Coordinators will immediately notify the Saybrook 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 Saybrook 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 Coordinators. 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. The Leadership Team members can be found listed in our EPRP with updated information. The EPRP can be found on the University's *Campus Safety and Emergency Response* Page at: <https://www.saybrook.edu/academics/student-services/campus-safety-and-sexual-misconduct/>.

#### *Methods for Issuing Timely Warnings and Emergency Notifications*

The method(s) listed below may be utilized when the University issues a timely warning or emergency notification to the campus community.

Method	Sign Up Instructions
RAVE Alert System	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: <a href="https://www.getrave.com/login/tcsedsystem">https://www.getrave.com/login/tcsedsystem</a> .

#### *Testing & Documentation*

Each year the campus participates in an annual fire drill that corresponds with the Earthquake Emergency Drill called the Great Shake Out. The Great Shake Out was held on October 13, 2023. The annual fire drill was not held due to most faculty and staff working remotely. Joletta Sell, Human Resources Coordinator, coordinates the annual fire drill and Great Shake Out drills.

The RAVE Alert System was not utilized in 2023 for emergency notification and there has been no testing utilizing the system. In conjunction with the drills, the University publicizes its emergency response and evacuation procedures by updating the procedures on the University website and sending out an email with the link to the procedures to students and staff annually, in conjunction with the publication of this Annual Security Report.

The Human Resources Coordinator maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the University will distribute to its students and employees information to remind them of the University's emergency response and evacuation procedures.

## Crime Statistics

The statistical summary of crimes for this University over the past three calendar years follows:

Crime	On Campus			Non-Campus			Public Property		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	1	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	1	1	0	0	0
Robbery	0	0	0	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	1	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

\* The University does not have on-campus student housing facilities.

### Hate crimes:

2023: No hate crimes reported.

2022: No hate crimes reported.

2021: No hate crimes reported.

### Crimes unfounded by the University:



2023: 0 unfounded crimes.  
2022: 0 unfounded crimes.  
2021: 0 unfounded crimes.

**Statistics for unfounded crimes provided by law enforcement agencies:**

2023: 0 unfounded crimes.  
2022: 0 unfounded crimes.  
2021: 0 unfounded crimes.

**Data from law enforcement agencies:**

- The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the University's Clery Geography.