

# **CAMPUS SAFETY & SECURITY GUIDE & ANNUAL FIRE SAFETY REPORT**

**and other important policy information**

**2012-2013**



## **GONZAGA UNIVERSITY MISSION STATEMENT**

Gonzaga University belongs to a long and distinguished tradition of humanistic, Catholic, and Jesuit education. We, the trustees and regents, faculty, administration, and staff of Gonzaga, are committed to preserving and developing that tradition and communicating it to our students and alumni.

As humanistic, we recognize the essential role of human creativity, intelligence, and initiative in the construction of society and culture.

As Catholic, we affirm the heritage which has developed through two thousand years of Christian living, theological reflection, and authentic interpretation.

As Jesuit, we are inspired by the vision of Christ at work in the world, transforming it by His love, and calling people to work with Him in loving service of the human community.

All these elements of our tradition come together within the sphere of free intellectual inquiry characteristic of a university. At Gonzaga this inquiry is primarily focused on the Western culture within which our tradition has developed.

We also believe that a knowledge of traditions and cultures different from our own draws us closer to the human family of which we are a part and makes us more aware of both the possibilities and limitations of our own heritage. Therefore, in addition to our primary emphasis on Western culture, we seek to provide for our students the opportunity to become familiar with a variety of other human cultures.

In light of our own tradition and the variety of human societies, we seek to understand the world in which we live. It is a world of great technological progress, scientific complexity, and competing ideologies. It offers great possibilities for cooperation and interdependence, but at the same time presents us with the fact of widespread poverty, hunger, injustice, and the prospect of degeneration and destruction.

We seek to provide for our students some understanding of contemporary civilization; and we invite them to reflect on the problems and possibilities of a scientific age, the ideological differences that separate the peoples of the world, and the rights and responsibilities that come from commitment to a free society. In this way we hope to prepare our students for an enlightened dedication to the Christian ideals of justice and peace.

Our students cannot assimilate the tradition of which Gonzaga is a part or the variety of human cultures, nor can they understand the problems of the world, without the development and discipline of their imagination, intelligence, and moral judgment. Consequently, we are committed at Gonzaga to developing these faculties. And since what is assimilated needs to be communicated if it is to make a difference, we also seek to develop in our students the skills of effective writing and speaking.

We believe that our students, while they are developing general knowledge and skills during their years at Gonzaga, should also attain a more specialized competence in at least one discipline or profession.

We hope that the integration of liberal, humanistic learning and skills with a specialized competence will enable our graduates to enter creatively, intelligently, and with deep moral conviction into a variety of endeavors, and provide leadership in the arts, the professions, business, and public service.

Through its academic and student life programs, the Gonzaga community encourages its students to develop certain personal qualities: self-knowledge, self-acceptance, a restless curiosity, a desire for truth, a mature concern for others, and a thirst for justice.

Many of our students will find the basis for these qualities in a dynamic Christian faith. Gonzaga tries to provide opportunities for these students to express their faith in a deepening life of prayer, participation in liturgical worship, and fidelity to the teachings of the Gospel. Other students will proceed from a non-Christian religious background or from secular philosophic and moral principles.

We hope that all our graduates will live creative, productive, and moral lives, seeking to fulfill their own aspirations and at the same time, actively supporting the aspirations of others by a generous sharing of their gifts.

## **STUDENT LIFE MISSION STATEMENT**

In partnership with students, faculty, administrators and other members of the Gonzaga University community, the Division of Student Life assists students in their pursuit of an education based on Jesuit tradition and the Gonzaga University Mission Statement.

Students come to Gonzaga University as unique individuals with contributions to offer and talents to be developed. We strive to know the students personally, encourage them to grow and to mature, and to enrich their education by challenging them to act on all areas of their development. Recognizing growth as a continuous process, we are sensitive and responsive to the spiritual, intellectual, social, physical, and emotional growth needs of our students.

We want students to commit to excellence; to develop their talents more fully; to be involved in the educational community; to develop mutual respect for and sensitivity to others; to commit to honesty; to communicate openly; to value and to offer service to others; to increase their awareness of the oppressed; and to work for a just society.

The Division of Student Life is committed to serving students and the Gonzaga University community through counseling, health education and service, career planning, prayer and worship, crisis intervention, student orientation, student discipline, and serving on university committees. Our program objectives are intended to assist students in achieving the maximum benefit from their educational experience and to improve the quality of campus life.

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***A Publication of the Gonzaga University  
Student Life Division and  
Campus Public Safety & Security Department  
in compliance with federal law***

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**The contents of this Guide were written or compiled by the offices of Campus Public Safety & Security and Student Life. All University policies, practices and procedures are consistent with Gonzaga's Catholic, Jesuit identity and Mission Statement.**

**UNIVERSITY POLICIES:** Gonzaga University community members have a responsibility to be familiar with and adhere to University policies, rules and expectations. Specific information about drug and alcohol policies, as well as other policies related to health, safety, and security are printed in the Student Handbook. A copy of the Student Handbook is available to all students, staff, and faculty members through the Gonzaga website at:

**<http://www.gonzaga.edu/studenthandbook>**

Policies specific to University staff are contained in the Personnel Policies and Procedures Manual. Please contact Human Resources at ext. 5996 for further information. For faculty, please contact the Academic Vice President's office at ext. 6109. Policies specific to individual schools may be found in publications prepared by those schools, such as the Law School Student Handbook.

**DISCLAIMER:** The Vice President for Student Life or her/his designee shall resolve any questions involving the application or interpretation of the policies and procedures set forth in this guide. In such instances, the decision of the Vice President for Student Life or her/his designee shall be final and binding. The Vice President for Student Life or her/his designee reserve the right to change any of the policies and procedures included in the Safety & Security Guide at any time. The version of the Safety & Security Guide on-line on the Gonzaga website is subject to revision and may not reflect the exact content of this printed version. The on-line version is considered to be the official publication of the Guide. Discrepancies between the on-line version of the Guide and this print version will be resolved in favor of the on-line version.

This publication may be available in alternative formats. Please contact the Disability Resources, Education, and Access Management office.

**GONZAGA UNIVERSITY**  
**CAMPUS PUBLIC SAFETY & SECURITY DEPARTMENT**

Office Location: Welch Hall, lower level west side  
Office Hours: Monday through Friday 9 AM - 4 PM

Campus Security Phone Numbers:  
*All University phone numbers are in the 509 area code*

Security Dispatch  
Ext. 2222 (313-2222)

Security and Parking Office  
Ext. 6147 (313-6147)

Associate Director of Security  
Specialized Services  
John Van Sant  
Ext. 3996 (313-3996)

Associate Director of Security  
Operations  
Brian Kenny  
Ext. 3998 (313-3998)

Office and Parking Services Coordinator  
Sheron Ruffner  
Ext. 4147 (313-4147)

Visit the Campus Security webpage at:  
[www.gonzaga.edu/security](http://www.gonzaga.edu/security)

Learn more about Campus Safety and Security at CAMPO, the Campus Security blog at:  
<http://blogs.gonzaga.edu/campo/>

**GONZAGA UNIVERSITY STUDENT LIFE DIVISION**

Student Life Office Location: College Hall 120  
Office Hours: Monday through Friday 8:30 am – 4:30 pm

Student Life Office Phone:  
Ext. 4100 (509-313-4100)

Vice President for Student Life  
Sue Weitz, PhD

Dean of Students  
Kassi Kain

Assistant Dean of Students  
Sima Thorpe

Assistant Dean of Students  
Jeffery D. Hart

Gonzaga University is a community of over 7,000 persons living, working and studying on campus. As with any community, public safety, crime awareness, and security are concerns. At Gonzaga, we believe that the security of our campus is a responsibility shared by all members of the community. Security awareness and crime prevention are traits which serve to protect individuals and the community as a whole. When all members of the community learn and practice these traits, a safer living and learning environment is created. The Jesuit tradition of education embraces the concept of “men and women for others,” which at its most basic level encompasses care and concern for each and every member of our community. We encourage you to join us in our efforts to provide a safe and caring environment in which living, learning, and working can take place most productively.

## **THE CAMPUS PUBLIC SAFETY & SECURITY DEPARTMENT**

The Campus Public Safety & Security department (“Campus Security”) works to facilitate the safety and security of the students, staff, faculty, visitors, and property of Gonzaga University. As part of the Student Life division, the department supports the educational and developmental mission of the office of the Vice President for Student Life. The Campus Public Safety & Security department is a service-oriented organization that promotes safety, security, awareness, and personal responsibility. The Security department has an especially close working relationship with the office of Housing and Residence Life.

The Campus Public Safety & Security department is comprised of two divisions: the Operations Division includes Patrol and Communications functions and the Specialized Services Division oversees Parking and Crime Prevention. A staff of professionals and students provides administrative and other support for all aspects of the Security operation. The office is located on the lower west side of Welch hall, near the corner of Dakota and Desmet streets. The department is staffed 24 hours a day, 365 days a year.

Campus Security officers are trained to professional standards in public safety methods. On-going training, appropriate for the campus environment, is provided throughout the year. Officers carry handcuffs, pepper spray and/or baton and patrol the campus on foot, by car, and bicycle. Officers have the same arrest powers as private citizens. Some supervisory personnel have a limited law enforcement commission through Spokane Police department for the purpose of information sharing.

The Spokane Police department is the law enforcement agency with primary jurisdiction for the campus area. Criminal activity and requests for police service that are beyond the authority and resources of Security officers (for example, arresting suspects and conducting criminal investigations) are directed to that agency. The Spokane Police department patrols the area surrounding the University, monitors criminal activity in this area and compiles crime statistics for the neighborhood and campus.

The Campus Public Safety & Security department has a well-established relationship with the Spokane Police department and liaison opportunities between the departments occur on many occasions and at various levels, although there is no formalized agreement. The Security department also occasionally works with the Spokane County Sheriff’s Office. Both agencies have jurisdiction for the campus area. The Washington State Patrol, an agency with statewide authority, also has jurisdiction for the campus area but the Security department has no formalized working relationship or regular contact with that agency. The Washington Liquor Control Board also has statewide authority and jurisdiction for the campus area. There is an informal working relationship between Security administrators and WALCB agents.

Security officers provide proactive patrol of the campus and University area designed to detect and deter crime and facilitate a safe environment for the people and property of our community. Periodic checks are made of all University buildings on campus and lock-up services are provided. In addition to patrol and building checks, Security officers also answer calls for service, provide escorts upon request, check alarms, investigate suspicious situations, and assist local emergency providers. Among their many duties Security staff members follow up on calls for service and take action as appropriate, including writing an incident report to document the circumstances. Security officers work in conjunction with Residence Hall staff, the University

administration and local police to enforce and seek compliance with Gonzaga policies, rules and expectations, state laws and local ordinances.

The department contracts with the Spokane Police department and local security providers to supplement its own force when necessary, for example, during high activity periods on or near campus and during special events.

### **Contacting the Security Dispatcher**

The Campus Public Safety & Security Communications division is made up of Security dispatch and the University Switchboard. The Security dispatch center is located in the Security office in Welch hall and is staffed 24 hours a day year-round. Security dispatch can be reached by calling ext. 2222 or 313-2222 from non-campus phones. The Switchboard can be reached at ext. 0, or 328-4220 from non-campus phones. Security matters should be called in on the Security phone number and not the Switchboard. Please use ext. 0 for all non-Security business.

### **Emergency Reporting**

In case of a fire, medical, or police emergency, or any situation that presents an immediate threat to life and property, 911 should be called immediately. After calling 911 and providing complete information, contact the Security Communications center at ext. 2222 (313-2222 from non-campus phones) to request Security Officer response. Security officers work with emergency responders at the scene, providing assistance with directions, building entry, crowd control, and information. In order to most effectively handle emergency situations on campus it is vital that both 911 and Campus Security are notified in a timely manner. Situations involving unusual or suspicious activity on campus should be reported directly to Campus Security.

**When calling 911**, be prepared to give the following information:

- Your **name and phone number** and your **exact location**. Know the name of the building that you are in, as well as the street address or the closest cross streets. The 911 operator and emergency responders may not be familiar with the campus
- The **nature of your emergency**, including who, what, how, when, and where
- For a **police emergency**, tell the 911 operator what the immediate level of threat is and whether suspects are still present. If the suspects have left the scene, give a complete description and direction of travel if possible. Give any vehicle information. Tell the operator if any weapons were seen or used
- For a **fire**, tell the operator if there is visible smoke or fire, what type of building it is and if there are injuries
- For a **medical incident**, give the age and condition of the victim, as well as what caused the situation (seizure, slip and fall, car accident, etc.)
- Tell the 911 operator that you will be notifying Campus Security (then do so after hanging up)

The 911 operators need specific information in a specific order. You can do the greatest good by following their lead and being calm, concise and complete.

**When calling the Security dispatcher**, be prepared to give the following information:

- Your **name and location**, as well as a **call back number**
- The **nature of your situation**, including who, what, how, when and where
- For **emergency situations**, specify whether you have called 911 and the immediate level of threat
- Any other information that will assist Security personnel in responding to and handling the situation

### **Crime Reporting**

In addition to reporting emergencies to the Security department (after notifying 911), reports of crimes which are non-emergency in nature or delayed should also be reported to the Security department. At the time the crime is reported, a Security Officer will assist the victim in making a report with the Spokane Police Department if requested. Filing a report with Security is not the same thing as filing a report with the Spokane



Police. In some cases the victim has the option of requesting a Spokane police officer to respond. S.P.D.'s normal procedure for non-emergency or delayed crime reports is for the victim or reporting party to call Crime Check (509) 456-2233, where a report is generally taken over the phone. An on-line service is available at: [www.spokanecounty.org/crimecheck](http://www.spokanecounty.org/crimecheck) . **Accurate and prompt reporting of all crimes to both Campus Security and the Spokane Police is strongly encouraged.**

For making reports within the University, the Security dispatcher may be reached by calling ext. 2222 (313-2222 from non-campus phones). A system of exterior "blue light" phones are also programmed to dial directly to the Security dispatcher. The Director of Security may be reached at ext. 3996 (313-3996 from non-campus phones).

In addition, professional staff members of the Student Life division listed below may be contacted to report criminal incidents or safety and security concerns.

| <b>Title/Office Location</b>                                   | <b>Phone</b>         |
|----------------------------------------------------------------|----------------------|
| Senior Associate Director of Residence Life, O'Leary Hall      | Ext. 4103 (313-4103) |
| Area Coordinator, Kennedy Apartments                           | Ext. 4155 (313-4155) |
| Area Coordinator, Coughlin Hall                                | Ext. 3387 (313-3387) |
| Residence Director, Desmet Hall                                | Ext. 4524 (313-4524) |
| Residence Director, Marian Hall                                | Ext. 5887 (313-5887) |
| Residence Director, Dussault Apartments                        | Ext. 4160 (313-4160) |
| Residence Director, Catherine/Monica Halls                     | Ext. 4648 (313-4648) |
| Residence Director, Dooley Hall                                | Ext. 5301 (313-5301) |
| Director of Student Activities/Crosby Student Center 2nd floor | Ext. 6123 (313-6123) |
| Student Life Professional Staff/College Hall 120               | Ext. 4100 (313-4100) |

An incident report is written for crimes reported to the Campus Public Safety & Security department. A person from the Student Life or Security staff is available to meet with a reporting party to explain resources and processes within the University, as well as the criminal justice system, and make referrals to appropriate assistance agencies. Reports made to Student Life professionals are forwarded to the Campus Public Safety & Security department. Reports from all sources are evaluated for determining if a "Security Alert" to the community is appropriate, as well as inclusion in the required yearly crime statistics.

Crimes may be reported to Student Life professionals, as well as Campus Public Safety & Security, on a confidential basis if the reporting party does not wish to pursue University disciplinary action or criminal charges, however, the University reserves the right in compelling situations to take reasonable action in response to any crime report. Anonymous reports of sexual misconduct and/or harassment can be made through the University's Sexual Assault Response Team. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "Security Alert", as well as inclusion in the annual crime statistics.

Pastoral and Professional mental health counselors employed by the University have a professional obligation of confidentiality regarding information disclosed during a counseling session. The University does not include statistical information about crimes from such sessions. The University encourages counselors, if they deem appropriate, to advise clients of the options for reporting a criminal incident, including confidential/anonymous reporting and reporting to Campus Security and police officials.

**Keeping the Community Informed**

Incident reports written by Campus Security officers, reports made to Student Life professionals and other University officials and information gathered from the Spokane Police Department are used to track activity on campus. In this way, trends can be detected and appropriate response formulated. When conditions warrant it, a "Security Alert" is sent to the University community via email. The Security Alert may also be posted on campus bulletin boards and other locations. These timely reports inform the community about situations that present an immediate, serious, or continuing threat to the community. A Security Alert may be issued for

crimes specifically covered by the federal Campus Security Act (see later section). A lower priority “Security Notice” is issued when trends or patterns of crime are seen, particularly involving property crimes or other situations which do not meet the criteria for a Security Alert. The Security department and Student Life office collaborate on issuing Security Alerts and the determination of whether an alert is warranted is the joint responsibility of Security administrators and Student Life professionals.

CAMPO, the Campus Public Safety & Security blog is an excellent source of information and provides current information which is updated regularly. The blog gives a short synopsis of incidents that occurred during the previous week. It includes incidents which were reported on campus, as well as in the Logan neighborhood. The blog often contains crime prevention and awareness tips and other information about creating a safe community. Visit CAMPO at <http://blogs.gonzaga.edu/campo/>. Campus Security also provides information through its [Facebook](#) and [Twitter](#) pages.

The Spokane County Sheriff's Office maintains a website containing names, photos, history, and identifying information on registered sex offenders living in Spokane. Visit the website at: <http://www.sheriffalerts.com/>. The Sheriff's office is responsible for content and management of the website. Publically-accessible information about Registered Sex Offenders on or near the campus (if any) will be available on the website.

For significant emergency or dangerous situations occurring on campus involving an immediate threat to health or safety, the University utilizes an electronic emergency alert system called ZagAlert. Campus Public Safety & Security and the Student Life Professional Staff are primarily responsible for activation of the system. Read more about ZagAlert in the Crisis Response and Notification section of this Guide, or go to [www.gonzaga.edu/zagalert](http://www.gonzaga.edu/zagalert).

### **Security of University Grounds and Facilities**

The campus of Gonzaga University is generally within the area bounded by the Spokane River and Centennial Trail on the south, Hamilton St. on the east, Sinto Ave. on the north, and Ruby St. on the west. Privately-owned, non-University property is also included in this area. Likewise, University property extends in some places beyond the boundary area described. Most streets and alleys within the campus area are controlled by the city of Spokane. Campus Security patrols focus primarily on the campus. Spokane Police patrol both the campus and surrounding area. Spokane police are frequently contracted by the University to provide additional proactive patrol of the campus and neighborhood during the school year.

The Gonzaga campus is located in the Logan Neighborhood, an historic urban residential area. The University is within walking distance of a number of city parks, restaurants and retail stores. The 120-acre campus is open, allowing access for neighborhood foot traffic, particularly along the Centennial Trail. Non-University traffic flows through the campus on city streets.

Campus buildings are either checked or secured by Campus Security after business hours each day. Access to facilities after business hours is provided by Campus Security and requires authorization from the party responsible for the building or office and the presentation of photo identification. Residential facilities are locked 24 hours a day. Access by non-residents is limited to guests of a resident or other University-approved visitors.

The University Plant Services department maintains access control equipment for all University facilities. Duplication of any University key by anyone other than the University locksmith is prohibited. The office of Housing and Residence Life issues keys to student residential facilities. The Plant Services department issues keys to all other community members based on appropriate authorization. The Housing and Residence Life office issues keycards for those residential facilities which are on the keyless entry system.

The Plant Services department coordinates all work/repair orders involving University buildings and grounds. Plant Services staff members make regular checks of lighting, landscaping and other safety-related items. Any community member can place a work order or advise of a maintenance concern by calling the Customer Service

desk at ext. 5656 (313-5656 from non-campus phones). Requests involving safety issues or security concerns are given top priority.

### **Video Surveillance**

Over 350 video surveillance cameras are located in common areas throughout campus. These include cameras at the entryways of many residence halls. Cameras are monitored for security and safety issues in the security communications center and recorded digitally.

### **Blue Light Phones**

The Security department maintains a number of exterior “blue light” phones. These phones have a direct dial connection to the Campus Security dispatcher and can be used to request an officer response or report an incident. The phones are easily recognizable. They are mounted on an eight foot stanchion which is painted a light color. A highly visible blue light at the top of the stanchion is illuminated after dark. The phones are easy to use. Simply open the door to the phone box and push the red button. There is no handset. You will be connected directly to the Security dispatcher. The location of the phone is automatically displayed to the dispatcher. Blue light phones are located in the following areas:

- Astor and Boone near Rebmann Hall
- Boone and Cincinnati lot
- Cincinnati between Catherine Monica and Coughlin halls
- College Hall lot (near Alumni House)
- Corkery apartments lot
- Desmet Circle near Campion
- Dakota and Desmet streets near Campus House
- Dakota and Sharp near the Health Center
- Foley Library south side exterior
- GU Riverwalk near Lake Arthur
- Hughes southeast corner exterior
- Jundt northeast corner exterior
- Law School lot and front entrance
- Marian Hall entrance (1000 block E. Boone)
- Martin Centre lot
- Patterson Baseball complex south and east sides
- Pearl and Boone near the Music Annex
- Schoenberg lot entrance
- Spokane Falls Blvd lot
- St. Aloysius Church southside exterior
- Welch Security office entrance

The University also maintains a number of courtesy phones throughout the campus. These phones are programmed to call University extensions, including the Security dispatcher. They will also call off-campus to summon emergency providers if necessary.

### **Security Escorts**

Escorts on campus and in the near neighborhood are available at all times through the Security dispatcher. A “Safe Ride” program, operated in conjunction with a local taxi company, is also available. More information on this program is available by calling ext. 3996 (313-3996 from non-campus phones) during business hours.

### **Living In the Logan Neighborhood**

The immediate area around the University, the Logan Neighborhood, is home to a large number of students occupying privately owned rental houses and apartments, as well as housing owned and operated by Gonzaga.

There are no recognized student organizations with housing or other facilities in the Logan Neighborhood. The University maintains a cordial and productive relationship with the Logan Neighborhood Association. Students who reside in the area surrounding the campus have a special obligation to act as responsible neighbors. The continuing positive relationship with the Logan Neighborhood Association is important to the University. It depends greatly on the interaction between members of the University community and local residents. Students living in the neighborhood are expected to show respect in terms of parking, noise, and social gatherings.

The University's Student Life office sponsors outreach efforts which promote better understanding and relations with the Logan neighborhood. A coalition of campus departments, neighbors, landlords, businesses and municipal entities meet regularly to discuss issues of concern and actively search for solutions. Student Life professionals work with students living in the neighborhood (including on a disciplinary basis) to educate on appropriate conduct and respectful relationships. A professional residence director working through the Office of Housing and Residence Life works with students residing in Gonzaga-owned rentals.

The Spokane Police Department patrols the area surrounding the University on a regular basis and a police sub-station, COPS Logan, is located on campus. Local emergency providers have primary responsibility for responding to calls in the Logan Neighborhood. For this reason, police, fire, and medical emergencies should always be called into 911. The Logan neighborhood is relatively safe, but crimes (including occasional violent crimes) do occur and the crime rate is higher than that of campus. Caution should always be exercised when walking through the neighborhood, particularly after dark. More information about staying safe in the Logan Neighborhood is available by calling ext. 3996 (313-3996 from non-campus phones).

## **FEDERAL CLERY CAMPUS SECURITY ACT**

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” was originally enacted in 1990. It is commonly known as the Clery Campus Security Act has been amended several times, most recently in 2008 as part of the Higher Education Opportunity Act. The two initial goals of this legislation were disclosure of criminal activity on campus and timely warning of criminal activity. The most recent amendments added provisions related to fire safety awareness in campus residential facilities and provisions for dealing with reports of missing students who reside in campus residential facilities. Gonzaga University supports the goals of the Clery Campus Security Act. In addition, fire safety awareness is a priority for our residential population. Missing student procedures are consistent with our principles and practices related to fostering the well-being of all students.

The Act requires annual reporting of the number of specified criminal offenses that occur on campus (or other specified areas) reported to the Security department and/or local police. The crimes covered by the Act are murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Arrest statistics and campus disciplinary referrals for liquor law violations, drug law violations and weapon law violations must also be reported. In addition, statistics must be provided for a number of criminal offenses that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability. The reporting period is January 1-December 31 of each year. The statistics for the most recently completed calendar year, as well as the two previous years, must be released in a report by October 1 of each year.

Our crime reporting procedure, coordinated through the Campus Public Safety & Security department and Student Life office, insures that criminal activity on campus is effectively tracked and reported. Data for the yearly disclosure of crime statistics is gathered from Security reports, information provided by the Student Life office and inquiries made of the Spokane Police department. Additionally, regular inquiries are made of other University departments and officials who have significant responsibility for student and campus activities. The Associate Director of Security evaluates incoming Security incident reports for inclusion in the Clery statistics. A computerized database specific to the Campus Public Safety & Security department stores and sorts the data. The Associate Director of Housing prepares an extract report of disciplinary referrals for violations of alcohol, drug and weapon violations by students. This data is stored and sorted on a computer database which is used for tracking all conduct and disciplinary activity. The Assistant Dean of Students with expertise in the Clery Act prepares the report. An audit of incidents classified as Clery-reportable is conducted to test individual statistics against incidents. The University’s Safety Program Manager and Plant Services department contribute information for the fire safety disclosures. Fire statistics are provided by the Campus Public Safety & Security department. Arson statistics are cross-checked through the Spokane Fire department.

The law also requires a number of disclosure statements by the institution related to campus security policies and procedures. Specific provisions of this law stipulate that all students, staff and faculty of an institution receive this report. In addition, the crime statistics are reported to the Department of Education and published on a website. Information about the U.S. Department of Education’s collection and publication of campus security statistics, including definitions of crimes and other terms related to the Act may be found at: <http://www.ope.ed.gov/security>

The Clery Act also requires the institution to maintain a daily crime disclosure and fire incidence log. This log lists criminal incidents which occur on campus and other specified areas on a daily basis and discloses particular information about the location and nature of the incident. It also includes reports of all fires in student residential facilities on campus. The Campus Public Safety & Security department maintains the log. The log is available for viewing in the Security office during regular weekday hours upon request. It may also be accessed through the CAMPO blog on a weekly basis.

| CAMPUS SECURITY ACT STATISTICS<br>CATEGORY | 2011          |               |               |               | 2010   |        |        |        | 2009   |        |        |        |
|--------------------------------------------|---------------|---------------|---------------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|
|                                            | C             | G             | A             | R             | C      | G      | A      | R      | C      | G      | A      | R      |
|                                            | A<br>M<br>(1) | U<br>R<br>(2) | P<br>P<br>(3) | N<br>C<br>(4) | A<br>M | U<br>R | P<br>P | N<br>C | A<br>M | U<br>R | P<br>P | N<br>C |
| MURDER (& NON-NEGLIG. MANSLAUGHTER)        | 0             | 0             | 0             | 0             | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |
| NEGLIGENT MANSLAUGHTER                     | 0             | 0             | 0             | 0             | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |
| FORCIBLE SEX OFFENSES <sup>(5)</sup>       | 5             | 5             | 0             | 0             | 7      | 6      | 0      | 0      | 3      | 3      | 0      | 0      |
| NON-FORCIBLE SEX OFFENSES <sup>(6)</sup>   | 1             | 1             | 0             | 0             | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |
| ROBBERY                                    | 1             | 0             | 0             | 0             | 0      | 0      | 1      | 1      | 0      | 0      | 0      | 0      |
| AGGRAVATED ASSAULT                         | 1             | 0             | 0             | 0             | 0      | 0      | 1      | 0      | 0      | 0      | 0      | 0      |
| BURGLARY (and attempted Burglary)          | 26            | 16            | 0             | 0             | 19     | 8      | 0      | 1      | 10     | 9      | 0      | 0      |
| MOTOR VEHICLE THEFT (and attempt. MVT)     | 13            | 0             | 0             | 0             | 10     | 2      | 2      | 0      | 8      | 1      | 4      | 0      |
| ARSON                                      | 0             | 0             | 0             | 0             | 2      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |

#### HATE CRIMES <sup>(7)</sup>

There were no hate crimes meeting Clery criteria reported in 2011, 2010 and 2009

Notes: Column Headings as defined by the Clery Campus Security Act:

- (1) "CAM" Campus means any building or property owned or controlled by an institution within the same reasonably contiguous geographic area of the institution and used in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. Column (1) includes incidents listed in column (2).
- (2) "GUR" Residential facilities owned and operated by Gonzaga University and used for housing students. Includes all residence halls on the campus plus rental houses in the immediately adjacent Logan neighborhood owned by GU.
- (3) "APP" Adjacent Public Property means all public property that is within the same reasonably contiguous geographic area as the institution, such as sidewalks, streets and other thoroughfares, and parking lots.
- (4) "RNC" Reportable Non-Campus means any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution (Bozarth Retreat House, Crew boat house, Ministry Institute).
- (5) Includes sexual assault with an object, forcible fondling (sexual assault), sodomy. Category was previously sub-categorized; combined beginning with the 2012 Report. Total reported numbers remain the same.
- (6) Limited to incest and statutory rape
- (7) Reported crimes which are listed above, or which involve bodily injury, reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability (Clery Act definition).

| CAMPUS SECURITY ACT ARRESTS AND DISCIPLINARY<br>REFERRALS |                   | 2011   |        |        |        | 2010   |        |        |        | 2009   |        |        |        |
|-----------------------------------------------------------|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                                                           |                   | C      | G      | A      | R      | C      | G      | A      | R      | C      | G      | A      | R      |
|                                                           |                   | A<br>M | U<br>R | P<br>P | N<br>C | A<br>M | U<br>R | P<br>P | N<br>C | A<br>M | U<br>R | P<br>P | N<br>C |
| ARRESTS                                                   | LIQUOR LAW VIOL.  | 0      | 0      | 2      | 0      | 1      | 0      | 0      | 0      | 0      | 0      | 4      | 0      |
|                                                           | DRUG LAW VIOL.    | 1      | 0      | 1      | 0      | 2      | 0      | 2      | 0      | 1      | 1      | 0      | 0      |
|                                                           | WEAPONS LAW VIOL. | 1      | 0      | 0      | 0      | 1      | 1      | 0      | 0      | 0      | 0      | 0      | 0      |
| DISCIPLINARY<br>REFERRALS                                 | LIQUOR LAW VIOL.  | 690    | 681    | 4      | 0      | 523    | 493    | 9      | 0      | 754    | 736    | 3      | 0      |
|                                                           | DRUG LAW VIOL.    | 75     | 71     | 1      | 0      | 71     | 71     | 0      | 0      | 47     | 47     | 0      | 0      |
|                                                           | WEAPONS LAW VIOL. | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |

See Clery Act crime statistics table for explanation of geographic locations CAM, GUR, APP, RNC. Please note GUR is a subset of CAM.

## **Fire Safety – Procedure Statistics, & Other Information**

The Campus Fire Safety Right-To-Know act requires colleges and universities with student housing to disclose certain statistics, policies and information. Included in the requirements is a daily "fire log". The log contains the following information about each reported fire in an on-campus student residential facility: nature of the fire, date and time the fire occurred and the general location of the fire. The log is combined with the crime disclosure log. The log is available for viewing in the Security office during regular weekday hours upon request. It may also be accessed through the CAMPO blog on a weekly basis.

Occupants of student residential facilities are provided with education and awareness regarding fire safety and evacuation procedures. For occupants of on-campus residence halls this can occur during hall programs and twice-annual fire drills. Occupants of apartments and rental houses can request specific programming for that living unit in addition to the general fire safety material provided them. Residence hall staff members, both

student and professional, are provided with fire safety training. Other University staff members that work in the residence halls are provided with awareness and training of fires safety issues.

### **Reporting Fires and Fire Safety Concerns**

Fires should be reported to 911 and Campus Security at the time they occur. Reports of fires after the fact should be called in to Campus Security. In addition, reports of fires after the fact and fire safety concerns may be made to following:

| <b><u>Title/Office Location</u></b>                       | <b><u>Phone</u></b>  |
|-----------------------------------------------------------|----------------------|
| Senior Associate Director of Residence Life, O'Leary Hall | Ext. 4103 (313-4103) |
| Area Coordinator, Kennedy Apartments                      | Ext. 4155 (313-4155) |
| Area Coordinator, Coughlin Hall                           | Ext. 3387 (313-3387) |
| Residence Director, Desmet Hall                           | Ext. 4524 (313-4524) |
| Residence Director, Marian Hall                           | Ext. 5887 (313-5887) |
| Residence Director, Dussault Apartments                   | Ext. 4160 (313-4160) |
| Residence Director, Catherine/Monica Halls                | Ext. 4648 (313-4648) |
| Residence Director, Dooley Hall                           | Ext. 5301 (313-5301) |

### **Fire alarms, Evacuation, Fire Safety Devices, Flammable Materials**

When a fire alarm sounds in a building the occupants of that building must immediately evacuate. Evacuation maps are posted in all campus buildings and should be followed whenever possible. If a building's fire alarm sounds call Campus Public Safety & Security at ext. 2222 after you evacuate. Entering or re-entering a building in which a fire alarm is sounding is prohibited unless authorized by an official of the Campus Public Safety & Security department or Spokane Fire department. Failure to evacuate a building during a fire alarm, entering or re-entering a building during a fire alarm is a violation of the student conduct code. Tampering with, or the unauthorized use of fire safety equipment such as extinguishers, smoke and heat detectors, alarm pull stations, signage or emergency exits is prohibited. This includes activation of a false fire alarm and tampering with any equipment or fixtures used for the purpose of fire, health, or building safety. Each on-campus residential facility (not including apartments and rental houses) conducted one fire drill per semester during calendar year 2010, or two per building total.

The use of equipment that produces, contains, or conducts a continuous open flame—such as candles, potpourri burners, incense, sterno cans or other combustibles—is prohibited. In addition, 'fire pits' and campfires are prohibited in and on the property of all Gonzaga-owned residential facilities without pre-approval by the Residence Director.

Examples of flammable items or materials which are specifically prohibited from any University property include, but are not limited to: gasoline containers (full or empty), gas-operated camping equipment (e.g., Coleman stoves), engines or engine parts, propane tanks, and liquid oxygen containers. Other examples of commonly utilized flammable materials that are considered dangerous and therefore prohibited include chemical compounds and components, open-coil burners, open-coil space heaters, and candles. In addition, natural Christmas trees are prohibited without the pre-approval of the Residence Director of the building. Smoking of any kind is prohibited inside residence hall facilities, including stairwells, balconies, and any grounds area closer than 25 feet from the structure. Evidence of smoking, including presence of residual odor, will be responded to as a violation of this policy.

## **Fire Safety Systems - Residence Halls and Apartments**

| Building         | Smoke Detectors (Central) | Central Reporting | Smoke Detectors (Battery) | Thermal Detectors | Pull-Stations | Sprinkler System | Building         | Smoke Detectors (Central) | Central Reporting | Smoke Detectors (Battery) | Thermal Detectors | Pull-Stations | Sprinkler System |
|------------------|---------------------------|-------------------|---------------------------|-------------------|---------------|------------------|------------------|---------------------------|-------------------|---------------------------|-------------------|---------------|------------------|
| 207-211 E Sinto  |                           | X                 | X                         | X                 | X             | X                | DeSmet           | X                         | X                 | X                         | X                 | X             | X                |
| 301 E Boone Apt. |                           | X                 | X                         | X                 | X             | X                | Dillon           | X                         | X                 | X                         | X                 | X             | X                |
| 418 E Sharp Apt. |                           | X                 | X                         | X                 | X             | X                | Dooley           | X                         | X                 | X                         | X                 | X             | X                |
| 711 Desmet       | X                         |                   | X                         | X                 | X             |                  | Dussault Apts.   |                           | X                 | X                         | X                 | X             | X                |
| Alliance         | X                         | X                 | X                         | X                 | X             | X                | Goller           | X                         | X                 | X                         | X                 | X             | X                |
| Burch Apts.      |                           | X                 | X                         | X                 | X             | X                | Kennedy          |                           | X                 | X                         | X                 | X             | X                |
| Campion          | X                         | X                 | X                         | X                 | X             | X                | Lamplighter Apts | X                         | X                 | X                         | X                 | X             |                  |
| Catherine/Monica | X                         | X                 | X                         | X                 | X             | X                | Lincoln          | X                         | X                 | X                         | X                 | X             | X                |
| Chardin          | X                         | X                 | X                         | X                 | X             | X                | Madonna          | X                         | X                 | X                         | X                 | X             | X                |
| Corkery Apts     |                           | X                 | X                         | X                 | X             | X                | Marian Hall      | X                         | X                 | X                         | X                 | X             | X                |
| Coughlin Hall    | X                         | X                 | X                         | X                 | X             | X                | Ritter Apts      | X                         | X                 | X                         | X                 | X             |                  |
| Crimont          | X                         | X                 | X                         | X                 | X             | X                | Roncalli         | X                         | X                 | X                         | X                 | X             | X                |
| Cushing          | X                         | X                 | X                         | X                 | X             | X                | Twohy Hall       | X                         | X                 | X                         | X                 | X             | X                |
|                  |                           |                   |                           |                   |               |                  | Welch            | X                         | X                 | X                         | X                 | X             | X                |

Catherine/Monica, Coughlin, Desmet, Kennedy, Madonna & Welch are equipped w/ paging systems. Coughlin, Dillon & Goller have HVAC shutdown. Coughlin, Kennedy, Madonna and Welch have elevator capture.

## **Rental Houses**

| Building       | Wireless local-only fire alarm | Battery smoke detectors | Building           | Wireless local-only fire alarm | Battery smoke detectors |
|----------------|--------------------------------|-------------------------|--------------------|--------------------------------|-------------------------|
| 502 E. Sinto   | X                              | X                       | 729 E. Desmet      | X                              | X                       |
| 509 E. Mission |                                | X                       | 730 E. Boone       | X                              | X                       |
| 511 E. Sinto   | X                              | X                       | 911 E. Desmet      |                                | X                       |
| 511.5 E. Sinto | X                              | X                       | 917 E. Sharp       |                                | X                       |
| 514 E. Sinto   | X                              | X                       | 1001 E. Boone      | X                              | X                       |
| 514.5 E. Sinto | X                              | X                       | 1007 E. Boone      | X                              | X                       |
| 517 E. Sinto   |                                | X                       | 1018 E. Desmet     |                                | X                       |
| 518 E. Sinto   |                                | X                       | 1102 N. Hamilton   | X                              | X                       |
| 527 E. Sharp   | X                              | X                       | 1104 N. Dakota     | X                              | X                       |
| 702 E. Sinto   | X                              | X                       | 1117 N. Superior   |                                | X                       |
| 717 E. Boone   | X                              | X                       | 1121 N. Superior   |                                | X                       |
| 718 E. Sharp   | X                              | X                       | 1211 N. Dakota     | X                              | X                       |
| 723 E. Sharp   | X                              | X                       | 1320 N. Dakota     | X                              | X                       |
| 727 E. Sharp   | X                              | X                       | 1414 N. Lidgerwood |                                | X                       |
| 729 E. Boone   | X                              | X                       |                    |                                |                         |

The systems are regularly serviced by both University personnel and an outside fire protection company. Improvements in fire safety systems may be made by the University in the future as determined by need. Fire safety systems are upgraded and replaced as necessary.

## **Fire Statistics**

The federal Act defines a fire as “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” Fires are further categorized by cause type: Unintentional (cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural and other); Intentional; and Undetermined. The required statistics are: number of fires and cause of each fire, number of deaths related to a fire, number of injuries related to a fire that resulted in treatment at a medical facility, and the value of property damage related to the fire.



## 2011 - Residence Halls and Apartments

| Building Name or Address | Total Fires in Building | Fire Number | Cause of Fire           | Injuries | Deaths | Property Damage Value |
|--------------------------|-------------------------|-------------|-------------------------|----------|--------|-----------------------|
| 207 E Sinto Apts.        | 4                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| .                        |                         | 2           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 3           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 4           | Unintentional – cooking | 0        | 0      | \$0                   |
| 209 E. Sinto Apts        | 3                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 3           | Unintentional – cooking | 0        | 0      | \$0                   |
| 211 E. Sinto Apts.       | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| 301 E Boone Apt.         | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 418 E Sharp Apt.         | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 711 Desmet               | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Alliance                 | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Burch Apts.              | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Campion                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Catherine/Monica         | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Chardin                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Corkery Apts             | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Coughlin Hall            | 1                       | 1           | Unintentional – cooking | 0        | 0      | 0                     |
| Crimont                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Cushing                  | 1                       | 1           | Unintentional – cooking | 0        | 0      | 0                     |
| DeSmet                   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Dillon                   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Dooley                   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Dussault Apts.           | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Goller                   | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Kennedy                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Lamplighter Apts         | 3                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 3           | Unintentional – cooking | 0        | 0      | \$0                   |
| Lincoln                  | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Madonna                  | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Marian Hall              | 5                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 3           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 4           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 5           | Unintentional – cooking | 0        | 0      | \$0                   |
| Ritter Apts              | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Roncalli                 | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Twohy                    | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Welch                    | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |

## 2011 - Rental Houses

| Building Address   | Total Fires in Building | Fire Number | Cause of Fire           | Injuries | Deaths | Property Damage Value |
|--------------------|-------------------------|-------------|-------------------------|----------|--------|-----------------------|
| 502 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 509 E. Mission     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 511 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 511.5 E. Sinto     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 514 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 514.5 E. Sinto     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 517 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 518 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 527 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 702 E. Sinto       | 1                       | 1           | Unintentional – cooking | 0        | 0      | 0                     |
| 717 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 718 E. Sharp       | 1                       | 1           | Unintentional – cooking | 0        | 0      | 0                     |
| 723 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 727 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 729 E. Boone       | 1                       | 1           | Unintentional – cooking | 0        | 0      | 0                     |
| 729 E. Desmet      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 730 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 911 E. Desmet      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 917 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1001 E. Boone      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1007 E. Boone      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1018 E. Desmet     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1102 N. Hamilton   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1104 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1117 N. Superior   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1121 N. Superior   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1211 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1320 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1414 N. Lidgerwood | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |

## 2010 - Residence Halls and Apartments

| Building Name or Address | Total Fires in Building | Fire Number | Cause of Fire           | Injuries | Deaths | Property Damage Value |
|--------------------------|-------------------------|-------------|-------------------------|----------|--------|-----------------------|
| 207 E Sinto Apts.        | 3                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| .                        |                         | 2           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 3           | Unintentional – cooking | 0        | 0      | \$0                   |
| 209 E. Sinto Apts        | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 211 E. Sinto Apts.       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 301 E Boone Apt.         | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 418 E Sharp Apt.         | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 711 Desmet               | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Alliance                 | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Burch Apts.              | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Campion                  | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Catherine/Monica         | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Chardin                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Corkery Apts             | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Coughlin Hall            | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Crimont                  | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Cushing                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| DeSmet                   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Dillon                   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Dooley                   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Dussault Apts.           | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Goller                   | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Kennedy                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Lamplighter Apts         | 2                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking | 0        | 0      | \$0                   |
| Lincoln                  | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Madonna                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Marian Hall              | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Ritter Apts              | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Roncalli                 | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Twohy                    | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Welch                    | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |

## 2010 - Rental Houses

| Building Address   | Total Fires in Building | Fire Number | Cause of Fire           | Injuries | Deaths | Property Damage Value |
|--------------------|-------------------------|-------------|-------------------------|----------|--------|-----------------------|
| 502 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 509 E. Mission     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 511 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 511.5 E. Sinto     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 514 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 514.5 E. Sinto     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 517 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 518 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 527 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 702 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 717 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 718 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 723 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 727 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 729 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 729 E. Desmet      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 730 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 911 E. Desmet      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 917 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1001 E. Boone      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1007 E. Boone      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1018 E. Desmet     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1102 N. Hamilton   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1104 N. Dakota     | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| 1117 N. Superior   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1121 N. Superior   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1211 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1320 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1414 N. Lidgerwood | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |

## 2009 - Residence Halls and Apartments

| Building Name or Address | Total Fires in Building | Fire Number | Cause of Fire              | Injuries | Deaths | Property Damage Value |
|--------------------------|-------------------------|-------------|----------------------------|----------|--------|-----------------------|
| 207 E Sinto Apts.        | 1                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
| 209 E. Sinto Apts.       | 3                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 3           | Unintentional – mechanical | 0        | 0      | \$0                   |
| 211 E. Sinto Apts.       | 1                       | 1           | Unintentional – cooling    | 0        | 0      | \$0                   |
| 301 E Boone Apt.         | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| 418 E Sharp Apt.         | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| 711 Desmet               | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Alliance                 | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Burch Apts.              | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Campion                  | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Catherine/Monica         | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Chardin                  | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Corkery Apts             | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Coughlin Hall            | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Crimont                  | 1                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Cushing                  | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| DeSmet                   | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Dillon                   | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Dooley                   | 2                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Dussault Apts.           | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Goller                   | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Kennedy                  | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Lamplighter Apts         | 3                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 3           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Lincoln                  | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Madonna                  | 1                       | 1           | Unintentional – electrical | 0        | 0      | \$0                   |
| Marian Hall              | 2                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Ritter Apts              | 2                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Roncalli                 | 2                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooling    | 0        | 0      | \$0                   |
| Twohy                    | 1                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Welch                    | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |

## 2009 - Rental Houses

| Building Address   | Total Fires in Building | Fire Number | Cause of Fire           | Injuries | Deaths | Property Damage Value |
|--------------------|-------------------------|-------------|-------------------------|----------|--------|-----------------------|
| 502 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 509 E. Mission     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 511 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 511.5 E. Sinto     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 514 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 514.5 E. Sinto     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 517 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 518 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 527 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 702 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 717 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 718 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 723 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 727 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 729 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 729 E. Desmet      | 3                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
|                    |                         | 2           | Unintentional – cooking | 0        | 0      | \$0                   |
|                    |                         | 3           | Unintentional – cooking | 0        | 0      | \$0                   |
| 730 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 911 E. Desmet      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 917 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1001 E. Boone      | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| 1007 E. Boone      | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| 1018 E. Desmet     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1102 N. Hamilton   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1104 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1117 N. Superior   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1121 N. Superior   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1211 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1320 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1414 N. Lidgerwood | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |

## MISSING OR ABSENT STUDENT POLICY

As adults, Gonzaga University students have the right to come and go as they please and to choose to let others know if they will be gone from campus. In virtually all cases of unexpected absence reported by friends or acquaintances the student returns or contacts someone within a short time. There may be cases when an unexpected absence is more serious and there is a concern the student is missing and his/her safety is at risk.

Gonzaga University defines a “Missing Student” as a person absent contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence, or known facts indicate his/her safety may be at risk. Such factors could include, but are not limited to, a report or suspicion of foul play, suicidal or self-destructive comments or behavior, alcohol or drug dependency, or association with persons who may endanger the student’s welfare.

A report of a student absent or missing under unusual or unexplained circumstances should be immediately directed to the Campus Public Safety & Security Communications Center, 509-313-2222 or ext. 2222. This office is staffed 24 hours a day year round. Reports may also be made to the Student Life office, College Hall 120, 509-313-4100 or ext. 4100. This office is open Monday-Friday 8 am til 4:30 pm. In addition, reports of missing persons may be made to following:

| <b>Title/Office Location</b>                              | <b>Phone</b>         |
|-----------------------------------------------------------|----------------------|
| Senior Associate Director of Residence Life, O’Leary Hall | Ext. 4103 (313-4103) |
| Area Coordinator, Kennedy Apartments                      | Ext. 4155 (313-4155) |
| Area Coordinator, Coughlin Hall                           | Ext. 4173 (313-4173) |
| Residence Director, Desmet Hall                           | Ext. 4524 (313-4524) |
| Residence Director, Marian Hall                           | Ext. 5887 (313-5887) |
| Residence Director, Dussault Apartments                   | Ext. 4160 (313-4160) |
| Residence Director Catherine-Monica Hall                  | Ext. 3387 (313-3387) |
| Residence Director, Dooley Hall                           | Ext. 5301 (313-5301) |

Anyone receiving a missing student report must immediately bring it to the attention of the Campus Public Safety & Security department.

If the University is advised of the unusual or unexpected absence of a student, reasonable steps will be taken to gather information in order to locate the student or establish his or her well-being. The Campus Public Safety & Security department is responsible for conducting an inquiry and making a determination the student is “missing.” As part of an inquiry, instructors, advisors, parents, friends, law enforcement officials and others may be contacted. In addition social media sites such as facebook may be accessed and activity on University-issued email accounts may be checked.

The federal Clery Campus Security Act contains provisions specifically related to missing or absent students who reside in University residential facilities. The following policy and procedures apply only to those students.

Any student living in a University-owned or operated residential facility may list a confidential contact person or persons to whom the University will notify within 24 hours of a determination by the Campus Public Safety & Security department the student is missing. The confidential contact information will be maintained jointly by the Campus Public Safety & Security department and the office of Housing and Residence Life. To designate a confidential contact person as part of this missing student policy, please contact the office of Housing and Residence Life at 509-313-4103 or x4103. The information will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel as part of a missing persons investigation.

If a student is under 18 years of age and not emancipated (legally independent of his/her parents), the University will notify the student’s custodial parent or guardian in addition to any confidential contact person listed by the student.

Regardless of whether a residential student lists a confidential contact person, is above the age of 18 years, or is an emancipated minor, the Campus Public Safety & Security department will inform the Spokane Police department within 24 hours of the determination that a student is missing. When the Campus Public Safety & Security department notifies the Spokane Police department of the missing student report, Spokane Police will become the lead agency on the investigation. Campus Public Safety & Security will assist the Spokane Police with continued inquiry within the campus community.



# SEXUAL MISCONDUCT AND HARASSMENT POLICY

## Resource Page

### **What To Do If You Experience Sexual Harassment or Misconduct:**

Any student, employee, or member of the University community who is affected by sexual misconduct or harassment is encouraged to immediately notify law enforcement and/or seek immediate medical assistance. Campus Public Safety & Security, the Health Center, SART, or professional staff in the Student Life Office can arrange for free transportation upon request.

| Emergency Response                                                                    | Health and Safety                                                                               | Campus Assistance                                                                                                                                                      |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>911</b><br><br><b>Spokane Police Department</b><br>509-456-2233<br>(Non-emergency) | <b>Sacred Heart Medical Center</b><br>509-474-3131<br><b>Deaconess Hospital</b><br>509-458-5800 | <b>Campus Public Safety &amp; Security Dispatch Center or (SART First Responder)</b><br>509-313-2222 or ext. 2222<br><b>Health Center</b><br>509-313-4052 or ext. 4052 |

### Confidential Resources and Reporting Options:

All individuals are encouraged to make a prompt report to both law enforcement and the University so that the University can take appropriate action to eliminate the harassment, prevent its recurrence, and address its effects. An individual may seek support and assistance from the confidential resources listed below without triggering a report to the University. Alternatively, an individual who chooses to make a report of sexual misconduct or harassment to the University should use the reporting options below. While we recognize that individuals may report sexual misconduct or harassment to any University employee, we encourage reporting to those individuals who are specifically trained in responding to allegations of sexual misconduct and harassment.

| Confidential Resources & Support                                                                                                                                                                                                                                                           | Non-Confidential Reporting Options                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HealthCenter</b>  509-313-4052<br><b>Counseling Center</b>  509-313-4054<br><b>SAFeT</b>  509-624-RAPE<br><b>Employee Assistance Program</b>  <br>877-851-1631<br><b>Any Priest serving as a sacramental confessor or any ordained religious serving in the sacred confidence role.</b> | <b>Public Safety</b>  509-313-2222 or ext. 2222<br><b>SART First Responder</b>  509-313-2222<br><b>Title IX Coordinator</b>  509-313-6910 or ext. 6910<br><b>Student Life Office</b>  509-313-4100 or ext. 4100<br><b>Human Resources Division</b>  509-313-5996 |

**An anonymous report can be completed on-line at [www.gonzaga.edu/sexualmisconductform](http://www.gonzaga.edu/sexualmisconductform).**

## **INTRODUCTION**

Gonzaga University recognizes the inherent dignity of all individuals and promotes respect for all people in its activities and programs and in the relationships it shares with students, faculty, staff and the public. Further, the University expects all community members to promote dignity and respect in their daily interactions with each other.

Sexual misconduct and harassment will not be tolerated at Gonzaga University. Such acts are counter to our mission, values, and Ethos Statement, and against University policy. Acts of sexual misconduct and harassment interfere with an individual's ability to benefit from the Gonzaga experience, either as a student, an employee or a member of the Gonzaga community. The University is committed to taking all appropriate steps to eliminate sexual misconduct and harassment, prevent its recurrence, and address its effects.

The University seeks to cultivate a campus culture of prevention and awareness surrounding sexual misconduct and harassment and encourages all members of the Gonzaga community to report any incident of sexual misconduct or harassment. The University will take steps to resolve complaints promptly and equitably. We do this by providing counseling and support services for individuals and groups who have been affected by sexual misconduct or harassment, by holding individuals who violate this policy accountable through University student conduct or employee disciplinary processes, and by providing education and training to the Gonzaga community.

It is a violation of University policy to threaten, intimidate, or retaliate in any way against an individual because he/she raised allegations of sexual misconduct or harassment, participated in an investigation, complaint process or hearing, or filed a complaint alleging harassment. The University will take immediate and responsive action to any retaliation.

## **PURPOSE OF POLICY**

This policy is intended to guide students and employees who have been affected by sexual misconduct and harassment, whether as a Reporting Party, an Accused, or a third party.

When used in this policy, a Reporting Party refers to the person who reports to the University that he/she has been the subject of sexual misconduct or harassment. An Accused refers to the person(s) who is reported to have committed acts of sexual misconduct or harassment. A third party refers to any other participant in the process, including a witness to the misconduct or an individual who makes a report on behalf of someone else.

The purpose of this policy is to:

- ❖ Define sexual harassment and the forms of sexual misconduct that violate our community standards;
- ❖ Identify resources and support for all members of the Gonzaga community;
- ❖ Identify the Title IX Coordinator and the scope of his/her role;
- ❖ Provide information as to where a University community member can obtain support or access resources in a confidential manner;
- ❖ Provide information as to how a University community member can make a report on campus or off campus; and
- ❖ Provide information as to how a report against a University community member will be investigated, evaluated and adjudicated.

## **SCOPE OF POLICY**

This policy applies to all Gonzaga community members, including employees, and currently enrolled students. When used in this policy, employee refers to both staff and faculty members.

All students and employees of the University are responsible for their actions and behavior, whether the conduct in question occurs on campus or in a different location. As such, this policy applies to both on campus conduct and relevant off campus conduct that affects the Gonzaga community.

Vendors, independent contractors, visitors, and others who conduct business with Gonzaga or on University property are also expected to comply with this policy. The University will take immediate action in all allegations of sexual misconduct and harassment to ensure the safety of the Gonzaga community and to provide an environment free from gender and sex discrimination.

## **NOTICE OF NON-DISCRIMINATION**

Consistent with its mission, the University seeks to provide all Gonzaga community members with a safe and non-discriminatory environment free from harassment. Harassing and discriminatory conduct is contrary to the positive educational environment Gonzaga seeks to foster and maintain. It threatens the well-being of its community members and will not be tolerated by the University.

Gonzaga prohibits harassment on the basis of race, sex, gender, marital status, religion, national origin, ethnicity, color, age, military status, sexual orientation, or disability, and any other harassment prohibited by federal or state law.

Gonzaga does not discriminate on the basis of sex in its education programs and activities or in the context of employment. Sexual harassment, including sexual misconduct as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX requires that

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964, the Washington Law Against Discrimination, and other applicable statutes.

This policy prohibits sexual misconduct or harassment against all Gonzaga community members of any gender or sexual orientation.

Consistent with the values of an educational and employment environment free from harassment based on sex, the University also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

## **STATEMENT OF PRIVACY AND CONFIDENTIALITY**

The University is committed to protecting the privacy and confidentiality interests of all individuals involved in a report of sexual misconduct or harassment. The University will balance privacy and confidentiality interests with its obligation to conduct a thorough review of the allegation for the purpose of protecting the parties and broader campus community and maintaining an environment that is free from harassment.

Students or employees wishing to obtain confidential assistance or access on campus resources without making a report to the University may do so by speaking with a confidential resource as identified in the Resources section of this policy. Confidential resources on campus include the Health Center, the Counseling Center, the Employee Assistance Program and any Priest serving as a sacramental confessor or any ordained religious serving in the sacred confidence role.

The University will safeguard the privacy of individuals who chose to report to any other employee of the University. With the exception of the confidential resources identified in this policy, all other University employees who receive a report of sexual misconduct or harassment are required to elevate the report to those individuals at the University specifically charged with investigating and responding to allegations of sexual misconduct and harassment. Those individuals include the Title IX Coordinator or Deputy Title IX Coordinator, the Office of Student Life, the Human Resources Department, the Equal Opportunity Officer, Campus Public Safety and Security, and the University's Corporate Counsel. This team, working with the Title IX Coordinator, will ensure that the University responds to all reports in a timely, effective, and consistent manner. Reports will be resolved according to the status of the accused as follows:

- ❖ If the accused is a student, the Student Conduct System,
- ❖ If the accused is an employee, the Process for Resolving Complaints When the Accused is an Employee;  
or
- ❖ If the accused is a faculty member, the Process for Resolving Complaints When the Accused is a Faculty Member.

At all times, the privacy of the parties will be respected and safeguarded. Information related to a report of misconduct or harassment will be shared only with those University employees who "need to know" in order to assist in the investigation and/or resolution of the complaint. All University employees who are involved in the review, investigation or resolution of a report, including conduct board hearing members, have received specific training regarding the safeguarding of private information.

Where the University has received a report of sexual misconduct or harassment, but the Reporting Party requests that his/her identity remain confidential or that the University not pursue an investigation, the University must balance this request in the context of its responsibility to provide a safe and non-discriminatory environment for all members of the Gonzaga community. The University will take all reasonable steps to investigate and respond to the complaint consistent with the Reporting Party's request, but its ability to do so may be limited by the request for confidentiality. However, under compelling circumstances including evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the Accused, the University may conduct further investigation, or take other appropriate measures without the Reporting Party's consent. A Reporting Party will be informed whenever possible of any action taken by the University to resolve the complaint, including further investigation and corrective or disciplinary steps.

If a report of misconduct poses an immediate threat to the University campus community, where timely notice must be given to protect the health or safety of the community, the University may not be able to maintain the same level of confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the University students, faculty, administrators, staff, or visitors.

All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and University policy. No information shall be released from such proceedings except as required or permitted by law and University policy.

## **PROHIBITED CONDUCT AND DEFINITIONS**

This policy addresses a broad spectrum of behavior, all of which falls under the definition of sexual harassment.

### **1. Sexual Harassment:**

#### **A. A. Definition:**

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct or communication of a sexual nature WHEN:

- ❖ Submission to such conduct is an explicit or implicit condition of employment or academic success; or
- ❖ Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or
- ❖ Such conduct has the purpose or effect of
  - Interfering with an individual's work or academic performance; or
  - Creating an intimidating or hostile working or academic environment.

Sexual harassment may include sexual misconduct and sexual violence. A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical. Sexual misconduct and sexual violence can include, but is not limited to, sexual assault, intimate partner violence, sexual exploitation, harassment and stalking.

Sexual harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

#### **B. B. Examples:**

Examples of behaviors which might be considered sexual harassment include, but are not limited to:

- ❖ Demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats, that an individual communicates are unwanted and unwelcome.
- ❖ Display or circulation of written materials or pictures degrading to an individual(s) or gender group.
- ❖ Inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body.
- ❖ Undue and unwanted attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring, or making sexually oriented gestures.
- ❖ Pressuring an individual to become involved in sexual activity.
- ❖ Making a student's work or an employee's job more difficult because of that person's sex, gender identity, or sexual orientation.
- ❖ Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment or submit to sexual activity, or for reporting harassment; 2) promise rewards in return for sexual favors.
- ❖ Sexually assaulting an individual. Such actions may also constitute a violation of the criminal code.
- ❖ Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

#### **C. C. Forms:**

Sexual misconduct and harassment can take many forms:

- ❖ Sexual misconduct and harassment can occur between equals (e.g., student to student, employee to employee) or between persons of unequal power status (e.g., supervisor to subordinate, professor to student, coach to student-athlete).

- ❖ Sexual misconduct and harassment can be committed by an individual or may be a result of the actions of an organization or group. It can be committed against an individual, an organization or a group.
- ❖ Sexual misconduct and harassment can be committed by an acquaintance, a stranger or someone with whom the Reporting Party has an intimate or sexual relationship.
- ❖ Sexual misconduct and harassment can occur by or against an individual of any gender. This policy prohibits sexual misconduct or harassment against Gonzaga community members of any gender, gender identity or sexual orientation.

## 2. **Specific Examples of Prohibited Conduct:**

The University expects all members of the Gonzaga community to conduct themselves in a manner consistent with the Mission and Ethos Statements and its Principles of Student Conduct, particularly Respect for Oneself and Respect for Others, Personnel Policies and Procedures Manual, and Faculty Handbook, for students, staff and faculty respectively. In addition to the range of behaviors identified above as sexual harassment, the following conduct is specifically prohibited by this policy:

### **“Sexual Assault”:**

❖ **Related to Attempted or Actual Penetrations:** Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person. This includes intercourse or attempted intercourse under circumstances including :

- the use or threat of coercion or force,
- where the other person is incapacitated and that incapacitation is reasonable apparent to the Accused; or
- where the other person does not consent.

❖ **Related to All Other Forms of Sexual Contact:** Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing, touching the intimate parts of another, or causing the other to touch the harasser’s intimate parts. This includes sexual contact under circumstances including :

- the use or threat of coercion or force,
- where the other person is incapacitated and that incapacitation is reasonable apparent to the Accused; or
- where the other person does not consent.

**“Sexual-based Communication”:** Speaking to, or directing any kind of communication, words, or images of a sexual nature at another person that is not welcomed by the receiving party. If the communication is unwelcome, that is, if it occurs without the other person’s consent or participation it may create a hostile learning and living environment. Sexual-based communication can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti, and social media postings.

**“Sexual Exploitation”:** Taking sexual advantage of another, for the Accused’s own advantage or benefit, or for the benefit or advantage of anyone other than the Reporting Party, and that behavior does not otherwise constitute other forms of sexual misconduct or harassment described in this policy. Examples of sexual exploitation include: creating images (including video or still photography) of another person of a sexual nature via web-cam, camera, Internet exposure, etc., without knowledge and consent of all persons; knowingly exposing HIV or another STD to an unknowing person or to a person who has not consented to the risk; inducing incapacitation for the purpose of making the other person vulnerable to sexual assault; and, voyeurism.

**“Stalking”:** A pattern of repeated and unwanted attention, harassment (as defined in this policy), contact, or any other course of conduct directed at a specific person that would cause a reasonable person to become alarmed or be in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person.

**“Intimate partner violence”:** A situation in which one partner is physically, emotionally or sexually abused by the other partner. Intimate partner violence can occur between individuals who are dating, married, sexually intimate, or who reside together. Intimate partner violence can occur between individuals of the same or opposite sex. This is often commonly referred to as domestic or dating violence.

**“Retaliation”:** Acts or attempts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment or intent to prevent participation in University proceedings under this policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel.

### 3. **Definitions of Consent, Coercion and Incapacitation**

**“Consent”:** Consent occurs when the parties exchange affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity. Consent must be informed, knowing and voluntary, and freely and actively given. As a general rule, a person will be considered unable to give valid consent if she/he cannot appreciate the who, what, when, where, why and how of a sexual interaction.

The following further clarifies the definition of consent:

- ❖ Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity.
- ❖ If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
- ❖ Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- ❖ Relying on non-verbal communication can lead to misunderstandings. Consent should not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- ❖ Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity.
- ❖ An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.
- ❖ A person in an alcoholic blackout state may appear to act normally. An individual in a blackout state may appear to act normally but may not have later recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the alcohol consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.
- ❖ Alcohol and other drugs impair a person’s decision-making capacity, awareness of the consequences and ability to make judgments, and can create an atmosphere of confusion over whether consent has been freely and clearly sought or given. In other words, do not drink and “drive.”
- ❖ Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct or harassment and does not diminish one’s responsibility to obtain consent.

**“Coercion”:** The use, attempted use or threat of force, immediate or future harm, or the use of physical, severe and/or pervasive emotional intimidation to cause another person to engage in or submit to certain activities. Coercion also includes administering a drug, intoxicant or similar substance that impairs the person’s ability to give consent.

**“Incapacitation”:** An individual who is incapacitated cannot consent to sexual activity. An individual is incapacitated if he/she is physically helpless, unconscious, or unaware, due to drug or alcohol consumption (voluntarily or involuntarily) or for some other reason. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason

## **PROHIBITED RELATIONSHIPS**

### **1. Policy**

The University prohibits romantic or sexual relationships between two members of the University community where one person in that relationship has actual or apparent authority to supervise, evaluate, counsel, educate, employ or otherwise make decision(s) or recommendation(s) regarding the other person

in respect to the other person's employment, education or instruction at the University, or as to his/her advancement, participation, benefits or privileges in the educational or employment context. Although a relationship between unequals may not necessarily constitute sexual harassment, this policy seeks to minimize the risk of such.

Romantic or sexual relationships freely entered into between two members of the University community generally are not addressed here and are not prohibited. Romantic or sexual relationships between persons occupying asymmetrical positions of power, however, involve an inherent conflict of interest and may give rise to sexual harassment/discrimination, or allegations thereof.

Persons in authority, either as an educator or an employer/supervisor, occupy positions of power over those that they instruct, employ or supervise. Because of the differential in power and authority, the freedom of subordinate students and employees to reject romantic sexual advances may be restricted. Even if a student or subordinate does not appear to object to participation in the relationship, this does not mean that the individual welcomes, or will continue to welcome, the relationship. When a relationship of this nature ends, an individual's frame of reference for whether or not the relationship was originally welcomed may change. Moreover, a third party who perceives that a participant in a consenting relationship unduly received preferential treatment may file a complaint of discrimination.

This policy has University-wide application including, without limitation, relationships between faculty-student, faculty-faculty, administrator-faculty, administrator-staff, administrator-student, advisor-advisee, supervisor-supervisee, or coach/coaching staff-student athlete. In this context, the term "administrator" includes the non-faculty classifications of executive, administrator and professional.

## **2. Duty**

If such a relationship comes into existence, the person in authority is required to do the following immediately:

- ❖ Discontinue exercising any authority over the other person;
- ❖ Report the relevant facts to his/her own supervisor as set forth in the Procedures below; and
- ❖ Confer with his/her own supervisor in respect to transfer of that authority to another.

Prompt action is required in fulfilling these mandatory requirements. If the person in authority fails to fully or timely comply with those requirements, he/she will have violated this policy and will be subject to disciplinary sanctions, up to and including dismissal from the University.

## **3. Procedures**

### **D. A. Self-reporting:**

1. This policy requires that the person in authority in such a relationship report the relevant facts to his/her own immediate supervisor as soon as possible. If the immediate supervisor is not readily available, a report should be made to the next available higher level supervisor (e.g. faculty ordinarily would report to the chair/dean/AVP as customary and appropriate; non-faculty staff would report to the supervisor/director/vice president, as customary and appropriate).

If for any reason, the transfer of authority is not or cannot be accomplished by the supervisor to whom a report is made, that supervisor should act promptly to refer such matter to a higher level(s) of authority to obtain direction and/or resolution of the matter.

Persons receiving such self-reported information are expected to maintain confidentiality by limiting communication of such self-reported information to those having a need or right to know, in order to encourage prompt and voluntary self-reporting of such matters.

### **E. B. Reports by Others:**

Third parties can report allegations of an inappropriate relationship between two members of the Gonzaga community as described in this policy. These reports should be directed to the University's vice president who supervises the department in which the Accused person in a position of authority is employed. That vice president will then coordinate with that member's immediate supervisor and/or higher supervisor(s) to consider or effectuate any further action that is deemed necessary. If that vice president is unavailable or is involved in the relationship, a third party may report to the Title IX Coordinator.

Prompt, accurate, honest and forthright reporting in good faith is encouraged and needed if the objectives of this policy are to be achieved. Conversely, reports or allegations made in bad faith without any foundation in fact are counter-productive to the goals of this policy and could give rise to serious consequences, including disciplinary action.

F. C. Disciplinary procedures and sanctions, if any, for violation of this policy will be pursuant to the applicable provisions of the Personnel Policies and Procedures Manual, or the Faculty Handbook.

Enforcement and sanctions will seek to take into consideration all relevant factors including, without limitation, whether the matter was self-reported, to what extent the Accused complied with the mandatory requirements, the timing of the report and the impact of the prohibited conduct.

### **The Role of the Title IX Coordinator**

The University has designated a Title IX Coordinator to oversee its response to all reports of sexual misconduct and harassment and coordinate compliance with the mandates of Title IX. The University's Title IX Coordinator is:

**Victoria Loveland**  
Equal Opportunity Officer  
Gonzaga University  
Equal Opportunity Office  
502 E. Boone Ave.  
Main Floor, Crosby House  
(509) 313-6910  
[loveland@gu.gonzaga.edu](mailto:loveland@gu.gonzaga.edu)

The Title IX Coordinator is assisted by Deputy Title IX Coordinators as follows:

**Kathryn Shearer**  
Director, Disability Resources  
Education and Access Mgmt.  
Gonzaga University  
502 E. Boone Avenue  
2nd Floor, Foley Center  
Spokane, WA 99258-0019  
(509) 313-4093  
[shearer@gonzaga.edu](mailto:shearer@gonzaga.edu)

**Heather Gores**  
Associate Athletic Director  
Gonzaga University  
502 E. Boone Avenue  
Martin Centre, PV315  
Spokane, WA 99258-0066  
(509) 313-3599  
[gores@athletics.gonzaga.edu](mailto:gores@athletics.gonzaga.edu)



The Title IX Coordinators are knowledgeable and trained in the University's policies and procedures, state and federal laws that apply to matters of sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinators are available to meet with any individual, either Reporting Party, Accused or third party, to discuss the options for resolution of a report under this policy.

## **CAMPUS AND COMMUNITY RESOURCES**

The University is committed to treating all individuals with dignity, care and respect. A Reporting Party and an Accused will both have equal access to support and counseling services through the University. Additional resources may be found in the Spokane community. All parties are encouraged to utilize on or off campus resources for assistance.

### **1. Health and Safety**

The first priority for any individual who has been assaulted is to get to a safe place and call 911 or the Campus Public Safety and Security Dispatch Center.

An individual's physical well-being should be addressed as soon as possible, whether or not that individual wishes to make a report to the University or local law enforcement. A medical provider can facilitate and provide:

- ❖ Emergency or follow-up medical services. The medical exam has two goals: first, to treat the full extent of any injury of physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to properly collect and preserve evidence as part of a "rape kit"/sexual assault examination for potential criminal prosecution. (provided only by a trained provider in a hospital)
  - **IMPORTANT:** do not shower, bathe, douche, brush your teeth, drink or change your clothing, as you may be destroying evidence you will need if you decide to prosecute.
- ❖ STD and HIV testing (available through the University Health Center or another off-campus provider)
- ❖ Pregnancy testing (available through the University Health Center or another off-campus provider)
- ❖ Health care concerns related to the incident may be discussed with the hospital emergency staff, a personal physician or the University Health Center staff, who can also provide referrals to off-campus providers
- ❖ The University Health Center can also advise an individual about the complaint processes under this policy.

Medical providers, both on and off campus, include:

|                                             |                           |
|---------------------------------------------|---------------------------|
| Health Center                               | 509-313-4052 or ext. 4052 |
| Sacred Heart Medical Center Emergency Dept. | 509-474-3131              |
| Deaconess Hospital Emergency Dept.          | 509-458-5800              |

### **2. Confidential Resources**

The University recognizes that not every individual will be prepared to make a formal report to the University or to local law enforcement. Individuals seeking to talk to someone about an incident of sexual harassment or misconduct in a confidential manner without making a report to the University or triggering any investigation or action by the University or the police can:

- ❖ Speak to a medical professional at the **University Health Center**, 33-4052 or ext. 4052. Medical professionals employed by the University have a statutorily protected confidentiality and do not share information with other University departments without the patients' consent.
- ❖ Speak to a counselor at the **University Counseling Center**, 313-4054 or extension 4054. Professional and pastoral counselors employed by the University have a statutorily protected confidentiality and do not share information with other University departments unless there is an imminent risk of imminent danger. Individuals who have experienced sexual misconduct are encouraged to obtain help from a professional counselor and/or support group. The University's Counseling Center Staff are available to meet with students by appointment, or in some cases on short-notice.
- ❖ Call **SAFeT (Sexual Assault and Family Trauma Center)**, the local sexual assault crisis agency at 624-RAPE. SAFeT's services are completely confidential and they do not exchange information or forward reports to the University. SAFeT community advocates offer crisis intervention, information and referrals, legal advocacy and support services for all crime victims and their friends and family members. SAFeT Advocates can assist with Crime Victims Compensation which may pay for a hospital

emergency visit and testing. It is important to note that talking with a Community Advocate is not the same thing as making a report with the University. Community Advocates are independent of the University and do not provide information disclosed to them to the University. Call 624-RAPE.

- ❖ Visit one of the medical facilities or hospitals listed above. Information provided to medical professionals is protected by HIPAA and will not be released without the consent of the patient.
- ❖ Speak to any Priest serving as a sacramental confessor or any ordained religious serving in the sacred confidence role.
- ❖ Staff or faculty can utilize the Employee Assistance Program for confidential counseling .

### 3. Resources Offered by the University in Response to Sexual Misconduct and Harassment

**Sexual Assault Response Team (SART) First Responders:** The University has designated a team of volunteer staff and faculty to serve as a Sexual Assault Response Team (SART) First Responders. SART Responders are available to assist the Reporting Party with immediate and short-term needs. They are trained to respond to incidents of sexual misconduct and are available to meet with friends or family members of the Reporting Party who also may seek assistance or support immediately after an event. A SART Responder can be reached 24/7 by calling Campus Public Safety & Security Dispatch Center at 313-2222 or extension 2222.

**Safe Transportation:** Campus Public Safety & Security will provide escorts on and near campus (to and from residences in the immediate neighborhood) upon request. During the school year the “SafeRide” program (568-6000) provides students a free cab ride if they find themselves in a situation which their personal safety or well-being is compromised.

### 4. Other University Resources

|                                                 |                       |
|-------------------------------------------------|-----------------------|
| Campus Public Safety & Security Dispatch Center | 313-2222 or ext. 2222 |
| Health Center                                   | 313-4052 or ext. 4052 |
| Counseling Center                               | 313-4054 or ext. 4054 |
| Student Life Office                             | 313-4100 or ext. 4100 |
| Human Resources Division                        | 313-5996              |

### 5. Spokane Community Resources:

The following resources are available 24 hours a day, 7 days a week, 365 days a year:

|                                             |                                  |
|---------------------------------------------|----------------------------------|
| Spokane Police Department                   | 911* or 456-2233 (non-emergency) |
| SAFeT (Advocacy and support)                | 624-RAPE                         |
| First Call For Help                         | 838-4428                         |
| Sacred Heart Medical Center Emergency Dept. | 474-3131                         |
| Deaconess Hospital Emergency Dept.          | 458-5800                         |

## REPORTING

The University encourages all Gonzaga community members to report information about any type of sexual misconduct or harassment of another person involving a current student, staff or faculty member. An incident does not have to occur on campus to be reported to the University. Off campus conduct that adversely affects or has the potential to adversely affect the Gonzaga community also falls under this policy. The University will promptly investigate and respond to all reports of sexual misconduct and harassment.

The University provides resources to both a Reporting Party and an Accused in making decisions, obtaining information about their options under this policy, and assisting either party in the event that a report of sexual misconduct or harassment is made.

A Reporting Party does not have to decide whether or not to request action by the University conduct action at the time the report is made. The option to bring a report before the student conduct or employee disciplinary system will remain open as long as the Reporting Party and the Accused are students, faculty or staff members of the University. If any party involved in a complaint is no longer affiliated with the University, the University will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects.

### Emergency Reporting

The first priority for any individual should be personal safety and well-being. All individuals are encouraged to make a prompt report to law enforcement and/or seek immediate medical treatment in response to an incident in order to address immediate safety concerns, allow for the preservation of evidence, and trigger an immediate investigative and remedial response. The University will help any individual get to a safe place and assist the Reporting Party in seeking immediate medical attention or in reporting an allegation to local law enforcement. The University will arrange for free transportation

to the hospital, coordinate with local law enforcement, and provide information about the University's resources and complaint processes.

**IF YOU ARE IN IMMEDIATE DANGER, GET TO A SAFE PLACE AND CALL 911.**

|                                                 |                       |
|-------------------------------------------------|-----------------------|
| Campus Public Safety & Security Dispatch Center | 313-2222 or ext. 2222 |
| Sacred Heart Medical Center Emergency Dept.     | 474-3131              |
| Holy Family Hospital Emergency Dept.            | 482-0111              |
| Deaconess Hospital Emergency Dept.              | 458-5800              |

**On Campus Reporting Options**

Assistance is available from the University 24 hours a day year-round by calling the Campus Public Safety & Security Dispatch Center. A Reporting Party can request a Security Officer to respond and take a report or request to speak with a SART First Responder. There is no requirement that the Reporting Party file a Security incident report in order to speak with a SART First Responder.

The University recognizes, however, that an individual may choose to report to any University employee. With the exception of the confidential resources detailed above, all University employees are required to elevate a report to those individuals at the University specifically charged with investigating and responding to allegations of sexual misconduct and harassment. Those individuals include the Title IX Coordinator or Deputy Title IX Coordinator, the Office of Student Life, the Human Resources Department, the Equal Opportunity Officer, and Campus Public Safety and Security. This team, together with the Title IX Coordinator, ensures that the University responds to all reports in a timely, effective, and consistent manner.

As such, all individuals are encouraged to report directly to one of the following individuals or departments:

|                                                 |                       |
|-------------------------------------------------|-----------------------|
| Campus Public Safety & Security Dispatch Center | 313-2222 or ext. 2222 |
| SART First Responder                            | 313-2222 or ext. 2222 |
| Title IX Coordinator                            | 313-6910 or ext. 6910 |
| Health Center                                   | 313-4052 or ext. 4052 |
| Counseling Center                               | 313-4054 or ext. 4054 |
| Student Life Office                             | 313-4100 or ext. 4100 |
| Human Resources Division                        | 313-5996              |

An anonymous incident report can be completed on-line at

[www.gonzaga.edu/sexualmisconductform](http://www.gonzaga.edu/sexualmisconductform)

Under any of these reporting options, an individual may report the incident without disclosing his/her name, identifying the Accused or requesting any action. The University's ability to respond, however, may be limited by the anonymous nature of the report, a request for confidentiality, or a request not to proceed. As described in the Privacy and Confidentiality section, the University must balance such a request with its need to conduct a prompt and equitable investigation and its responsibility to protect the Reporting Party and all members of the Gonzaga community. The University will take all reasonable steps to investigate and respond to the complaint consistent with the Reporting Party's request, but there may be circumstances where the University chooses to move forward with an investigation and/or resolution under either the student conduct or employee disciplinary system, or take other appropriate measures without the Reporting Party's consent. Those circumstances include evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the Accused. At all times, the University will seek to respect the request of the Reporting Party, and where it cannot do so, the University will consult with the Reporting Party and keep him/her informed about the chosen course of action.

**Coordination with Law Enforcement**

Because the goals and objectives of the University's Sexual Misconduct and Harassment Policy differ from those of the civil and criminal justice systems, in situations which give rise both to violations of the Sexual Misconduct and Harassment Policy and to violations of local, state or federal law, student conduct proceedings and employee disciplinary proceedings generally move forward without regard to pending civil or criminal proceedings. Proceedings under the University's Sexual Misconduct and Harassment Policy are independent of civil and criminal processes and may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. On-campus adjudication

does not preclude, limit or require a student's or employee's access to the state and federal justice systems.

Notifying the Spokane Police Department will generally result in the Reporting Party, and in some cases the Accused, being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a University response.

Under Washington law, sexual misconduct (as described in the definitions above) may constitute a criminal act. However, the University conducts investigations and hearings and renders sanctions in an educational, non-criminal context. Although the definitions and procedures may resemble criminal law or the criminal court system, they are specific to Gonzaga University and limited to the meaning and use given them by the University. An act not criminally prosecuted may still violate University policy. To the extent permitted or required by law, the University will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and will only respond to allegations of criminal behavior. As a result, the University encourages reporting to both the University itself and to an outside law enforcement agency, if the alleged sexual misconduct may also be a crime.

The University process and the criminal justice process are two separate and independent courses of action. If a Reporting Party wishes to file a report with the Spokane Police Department, a Gonzaga Student Life professional staff member or Human Resources staff member is available to assist. The University will not file a police report about your incident or on your behalf unless compelling circumstances exist. The University's response to a report is not impacted by the Reporting Party's decision to file a criminal complaint, or the outcome of the criminal investigation.

#### Amnesty

It is our goal that all individuals report all incidents of sexual misconduct so that those affected can receive the support and resources needed. Therefore, violations of the University's alcohol and drug policies by a student Reporting Party may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the University may initiate an educational discussion about the use of alcohol or drugs and their impact.

#### Statement Against Retaliation

Although Gonzaga acknowledges that extreme emotions and stress often accompany incidents of sexual harassment and misconduct, the University does not condone any person on either side of the incident engaging in any type of retaliation. The University views complaints of retaliation with great seriousness. All individuals are strongly encouraged to report any concerns about retaliation to Campus Public Safety & Security, the Student Life office, the Human Resources Division, or the Title IX Coordinator. The University will take immediate responsive action to any report of retaliation. Retaliation is a distinct category of prohibited conduct under this policy.

#### False Reports

Submission of a good faith complaint, concern, or report of harassment will not affect the Reporting Party's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or report or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action.

### **Interim Measures To Protect Safety And Well-Being**

After a report is made, the University will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as needed, as well as provide services and resources to provide a safe educational and employment environment. For a listing of services and resources see the Campus and Community Resources section of this policy above.

The University will determine the necessity and scope of any interim measures pending the completion of the complaint process. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented interim measure.

The range of interim measures includes:

1. **Contact/Communication Directives:** The Reporting Party or Accused may request, or the University may impose, communication and contact restrictions to prevent further potentially

harmful interaction. A Reporting Party or Accused may request a change in academic or living situation after a report of sexual misconduct or harassment by speaking with the Student Life professional staff member assigned to her/his case. Upon request the University will inform the Reporting Party or Accused of the options and will accommodate the request if those changes are reasonably available. In some cases the University may carry out these changes without a request.

In some cases, an individual may wish to consider a protection/anti-harassment order from the local district court of the State of Washington. This is a civil proceeding independent of the University. If a court order is issued the University will, to the extent possible, assist the protected person in benefitting from the restrictions imposed by the court and will also facilitate on campus compliance with the order. The court enforces the order through law enforcement. The University does not enforce the order but does enforce its own rules. It is important to note that a civil court order may, unless the court is fully informed, prevent the University from conducting a hearing in which students who are subject to the order want to be present and provide information. A student can always return to the court to request modification of the order.

**Academic, Employment or Living Arrangements:** A Reporting Party or Accused may request a change in academic, employment or living situation after a report of sexual misconduct or harassment. Upon request the University will inform the Reporting Party or Accused of the options and will accommodate the request if those changes are reasonably available. In some cases the University may initiate these changes without a request. These may include:

- ❖ Changing class or work schedule, including the ability to stop a course without penalty
- ❖ Limiting an individual's or organization's access to certain University facilities or activities pending resolution of the matter
- ❖ Obtaining a Voluntary Leave of Absence
- ❖ Providing an escort to ensure safe movement between classes and activities
- ❖ Providing academic support services
- ❖ Any other remedy which can be tailored to the involved parties to achieve the goals of this policy

**Emotional Support:** The University will assist in providing counseling services through the Counseling Center or will assist in providing a referral to off campus agencies as detailed in the Campus and Community Resources section of this policy. Counseling and emotional support is available to any University member.

## **PROCEDURES FOR RESOLUTION OF SEXUAL MISCONDUCT AND HARASSMENT REPORTS UNDER THE STUDENT CONDUCT SYSTEM**

### **G. Overview of Options**

The University is committed to providing all students with a safe environment to live and learn. Consistent with this goal, the University will respond promptly and equitably when any incident of sexual misconduct or harassment is alleged against a student or the University becomes aware of the situation by other reliable means. The first priority is to offer support and services to members of the Gonzaga community. The University's response may take a number of forms within its discretion. This includes offering reasonable protection and services to the Reporting Party or others, conducting a Title IX inquiry or review, conducting an investigation, contacting the Accused, imposing corrective or restrictive measures, and/or conducting a student conduct hearing or other proceedings.

The Student Life division handles the process of receiving, responding to and resolving reports when students are involved. If a report also involves a student and a staff or faculty member, the Student Life Office will work cooperatively with the University's Title IX/Equal Opportunity Officer and Human Resources division. This policy is consistent with the University overall harassment and discrimination policies.

### **H. Review and Investigation**

The University will review and respond to all reports of sexual discrimination, misconduct and harassment. In every case, the University will make an immediate assessment of any risk of harm to individuals or the campus community and will take appropriate steps to address any risks. Following this initial review, the University may take steps to investigate or otherwise determine what occurred. The

University will investigate the report in a thorough manner that ensures fairness to all parties involved. These investigative steps will include interim measures to provide for the safety of the individual and the campus community.

The University's review and/or investigation is conducted by a competent University official who has both specific training and experience investigating allegations of sexual misconduct and harassment. This individual (or team of individuals) coordinates the gathering of information from the Reporting Party, Accused, other witnesses, and any physical or medical evidence. The University does not expect a Reporting Party or Accused to investigate his/her own case or gather his/her own evidence.

The University uses the information gathered, in addition to the initial report, to better understand the circumstances underlying the allegations and determine the appropriate response. Based on the results of the review or investigation, the University will take appropriate measures designed to end the misconduct, prevent its recurrence and address its effects.

#### **I. University Time Frames for Responding to Reports of Sexual Misconduct and Harassment**

The time frames listed here are guides and may be extended because of extraordinary circumstances. Each case is unique and the process for handling the incident will be impacted by factors such as the complexity of the investigation, the scope of the allegation, the parties' schedules and availability, and the academic calendar.

Generally speaking, the University will complete the investigation and resolution of all reports within 60 calendar days of receiving a report. Parties will be notified in writing of the final outcome within seven calendar days of the hearing or other action which concludes the complaint process. The University will provide parties with periodic status updates. In no case will these time frames delay University provided support services, resources or other measures.

#### **J. Title IX Inquiry**

In every report of sexual harassment or misconduct, the Title IX Coordinator will review the report, investigative steps, and ensure that all appropriate remedies have been considered and implemented as needed.

A Reporting Party is encouraged, but never pressured, to participate in the University's investigation and hearing process so that the facts of each report can be explored and responsible parties held accountable for their misconduct, if warranted. If a Reporting Party chooses not to participate in a full investigation and/or student conduct hearing, the University will still undertake a Title IX inquiry to review the report and seek to reach a resolution that will eliminate any harassment, prevent its recurrence, and address its effects.

Where a Reporting Party chooses not to provide his/her name or the name of the Accused, or requests that no action be taken by the University, the University's ability to effectively respond may be limited. Such a request, however, will not limit the other services and resources the University can provide. The University will balance a request not to proceed in the context of its responsibility to provide a safe and non-discriminatory environment for all members of the Gonzaga community, and will take all reasonable steps to review and respond to the complaint consistent with the Reporting Party's request. However, under compelling circumstances including evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the Accused, the University may conduct further investigation, or take other appropriate measures without the Reporting Party's consent. A Reporting Party will be informed whenever possible of any action taken by the University to resolve the complaint, including further investigation and corrective or disciplinary steps.

If the University is satisfied that the matter can be resolved without invoking a student conduct hearing, the University will inform the Reporting Party in writing of the outcome of the review and any action taken by the University. In cases where the Accused has been notified of the complaint, the Accused will also be notified in writing.

#### **K. Student Conduct Process**

If the Reporting Party or the University seek to proceed with a formal complaint, a report of sexual misconduct or harassment will be adjudicated under the Student Conduct System. A full description of the Student Conduct System is provided in the Student Handbook. This policy section will highlight the elements of the student conduct system that are unique to sexual misconduct or harassment.

##### **1. Initial Steps in the Conduct Process:**

After a Reporting Party has made a report, a professional staff member from the Student Life office, designated to work with reports of sexual misconduct and harassment, will meet with the

Reporting Party. This staff member, which may be referred to as a case manager, follows up on the well-being of the Reporting Party, coordinates the University's resources and services for the Reporting Party, and assists with the investigation and response. This step is often concurrent with the initial review process of the situation as mentioned above.

The case manager who meets with the Reporting Party will discuss potential options for resolving the complaint. A Reporting Party may request the University initiate student conduct proceedings against the Accused. The decision to conduct a student conduct hearing or take other measures is within the University's discretion, and the University will determine if a hearing is the most appropriate judicial response. In all cases the Title IX Coordinator will assess the resolution to determine whether there are additional remedial measures, support or educational efforts that would serve the goals of eliminating the harassment, preventing its recurrence and addressing its effects.

The Accused will also have the opportunity to meet with a case manager who will follow up on the well-being of the Accused, coordinate the University's resources and services, and assist with the investigation and response.

## **2. Pre-Hearing Process:**

After the University's review and/or investigation is completed, both the Reporting Party and the Accused will receive notice of the allegations and the date and time of the hearing. Each party shall have the opportunity to be heard and to respond, the opportunity to have a support person at the hearing and during preparations for the hearing, and access to a staff person to provide guidance in navigating the student conduct system.

Before the hearing both the Reporting Party and the Accused will each meet with a designated staff person who will explain what happens during a hearing. This includes procedures for reviewing information which will be used during the hearing. Any investigative reports, other materials, or written statements provided by either party for the hearing will be made available to both parties, to the extent allowed by privacy laws. Both parties will be given at least two opportunities to review this information prior to the hearing.

As part of this pre-hearing review, any party seeking to introduce information concerning the prior sexual history of either party must seek advance permission to do so. In general, in a case where the Accused raises consent as a defense, any prior consensual relationship between the parties may be relevant. Any other prior sexual history of the Reporting Party is typically not relevant and will not be permitted. Prior sexual history of the Accused may be relevant where there is evidence of a pattern of misconduct that may be probative in the determination of responsibility or assigning of a sanction. This determination will be made by the Chief Judicial Officer.

## **3. Hearing Process:**

A sexual misconduct and harassment report may be resolved by use of an administrative hearing or the University Discipline Board for Students. In some cases, an alternate means of resolving the complaint may be used because of an inability to hold a timely hearing. In no case, however, will informal resolution or mediation be used in cases alleging sexual misconduct as defined in this policy.

If a hearing is conducted by the University, the purpose is to determine whether the Accused is responsible for a violation of the policy. The University's hearing process determines responsibility based on information presented at the hearing and the unique facts of the case. The level of proof necessary to support a finding of responsibility is "**more likely than not.**" This is the same standard used for all student conduct cases.

The Reporting Party and the Accused are entitled to the same opportunity to be present and participate in the hearing. Accommodations may be allowed for the Reporting Party to be screened or attend via a contemporaneous alternative method such as videoconferencing equipment.

During the hearing, the incident is reviewed by the hearing board or judicial officer. The information is presented by the investigator assigned to the case.. The board or officer listens to and speaks with the Reporting Party, the Accused, and witnesses, and considers other relevant information, including results from the investigation. The board or officer will also consider any written statements provided by either party for the hearing and may ask relevant questions related to these statements.

The Reporting Party and the Accused are entitled to the same opportunity to present relevant witnesses and other information. Questions may be submitted to the hearing board or officer, who will then pose any relevant and proper questions to the witness or other party. The hearing board or officer

reserves the right to determine if a question is relevant and will be allowed. There will be no direct questioning of the Reporting Party by the Accused nor of the Accused by the Reporting Party.

Both parties are entitled to the same opportunity to have a support person present during the hearing. If the support person happens to be an attorney, he/she cannot act as legal counsel. Support persons may not speak or participate directly in the hearing.

Each case is evaluated on its own unique circumstances. The hearing board or officer bases the determination of responsibility on all of the relevant information presented at the hearing. If the information presented at the hearing does not support a determination of responsibility for a violation of the Sexual Misconduct and Harassment Policy based on the standard of more likely than not, the board or officer may still determine responsibility for a related violation of the Student Conduct Code.

#### **L. Sanctions**

The University determines sanctions based on the facts of the case, including the severity of the offense. Sanctions may be recommended to the Chief Judicial Officer, who will assign the appropriate sanction. A student found responsible for a violation of the Sexual Misconduct and Harassment policy could receive sanctions ranging from suspension, probation, restorative justice actions, counseling, educational requirements or a written reprimand. In some cases, a student found responsible may be dismissed from the University.

#### **M. Appeals**

Specific to this policy both the Reporting Party and the Accused are given the same opportunity to an appeal of the determination of the alleged violation and/or the sanction related to it imposed upon the Accused. Appeals will be decided within 14 calendar days of the appeal deadline. The University will inform both parties of the appeal decision within 48 hours of the determination. The appeal procedure is described in the Student Conduct System section of the Student Handbook.

#### **N. Notification**

The University will inform both the Reporting Party and the Accused in writing of the outcome of any University proceedings for allegations of sexual misconduct and harassment, including appeals, within the time frames described above barring extenuating circumstances requiring a delay. The Appeal decision is the University's final determination about the alleged offense and any sanction.

### **PROCEDURES FOR RESOLUTION OF SEXUAL MISCONDUCT AND HARASSMENT REPORTS UNDER THE EMPLOYEE DISCIPLINARY SYSTEM**

The process outlining how a report against an employee will be resolved is listed in this policy as part of the Personnel Policies and Procedures Manual with separate procedures for staff and faculty, respectively.

### **SEXUAL MISCONDUCT AND HARASSMENT AWARENESS AND EDUCATION PROGRAMS**

Programming about sexual misconduct and harassment, the impact of drugs and alcohol in students' lives, and harm reduction and prevention is available through the Student Wellness Resource Center. SWRC conducts a number of events each semester and is also available to design programming for specific groups or situations.

The "Green Dot" program is coordinated through SWRC and reaches out to all student populations. The goal of Green Dot is to create awareness around sexual violence and engage the community in prevention efforts. Bystander Intervention as a means for reducing potential incidents of sexual violence is emphasized. Campus culture and climate surrounding sexual violence is impacted by engaging students. For more information please call SWRC.

New Student Orientation each fall provides interactive sessions related to sexual misconduct and relationships. Residence hall programs in individual buildings also focus on personal safety, relationships, sexual misconduct and other related topics.

The Women's and Gender Studies department supports student-led programming related to sexual misconduct and harassment, such as the annual Take Back the Night program each spring.



# UNIVERSITY-WIDE HARASSMENT AND ANTI-DISCRIMINATION POLICY

## OVERVIEW

Gonzaga University recognizes the inherent dignity of all individuals and promotes respect for all people in its activities and programs and in the relationships it shares with students, faculty, staff and the public. Further, the University expects all community members to promote dignity and respect in their daily interactions with each other.

## NOTICE OF NON-DISCRIMINATION

Consistent with its mission, the University seeks to assure that all community members are free to learn and work in an atmosphere free from harassment and discrimination. Harassing and discriminatory conduct is contrary to the positive educational environment Gonzaga seeks to foster and maintain. It threatens the well-being of its community members and will not be tolerated by the University.

Gonzaga prohibits harassment on the basis of race, sex, gender, marital status, religion, national origin, ethnicity, color, age, veteran status, sexual orientation, physical or mental impairment or disability that substantially limits a major life activity, any other harassment prohibited by federal or state law, or any other non-merit factor in employment, educational program or activities that it operates.

The University will take immediate action in all allegations of harassment and discrimination to ensure the safety of the Gonzaga community and all individuals involved by ending the harassment or discrimination, preventing its recurrence and addressing its effects. Gonzaga will take appropriate action when this policy is violated.

## SCOPE OF POLICY

This policy applies to all Gonzaga community members, including employees and students. When used in this policy, employee refers to both staff and faculty members.

All students and employees of the University are responsible for their actions and behavior, whether the conduct in question occurs on campus or in a different location. As such, this policy applies to both on campus conduct and relevant off campus conduct that affects the Gonzaga community.

Vendors, independent contractors, visitors, and others who conduct business with Gonzaga or on University property are also expected to comply with this policy.

Complaints of sexual misconduct and harassment will be resolved under the more specific Sexual Misconduct and Harassment Policy contained in this Handbook.

This policy applies to unlawful harassment and discrimination based on legally protected classes or characteristics, and is not used for general civility codes or other conduct, such as bullying, unless based on legally protected classes or characteristics.

## RESOLUTION OF COMPLAINTS

The Student Life office is responsible for resolving student-to-student complaints as well as complaints of harassment or discrimination against a student by an unknown party.

The Equal Opportunity Office and/or academic administration is responsible for resolving complaints against a faculty/staff member.

Complaints of harassment or discrimination involving both a student and a faculty/staff member are jointly handled by the Student Life office, the Equal Opportunity Office and academic administration.

The University's Equal Opportunity Officer/Title IX Coordinator is responsible for oversight of the complaint process for all forms of harassment and discrimination prohibited by law.

## FORMS OF HARASSMENT

**Harassment Based on Protected Categories:** Harassment can take many forms. It can include verbal acts and name-calling, slurs, comments, rumors, jokes, innuendos, unwelcome compliments or touching,

cartoons, pranks, graphic and written statements, communications via cell phones or the internet, or other verbal or physical conduct which may be physically threatening, harmful or humiliating.

Generally, physical and verbal conduct is considered harassment when it meets one or more of the following criteria:

1. Submission to the undesirable conduct or communication is made, either explicitly or implicitly, a term or condition of one's employment or academic status, OR
2. Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or education, OR
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creates an intimidating, hostile, or offensive employment or academic environment, and
4. The conduct or communication would not have occurred but for the protected category of the individual(s) or group to whom it is directed or who are affected by it.

**Racial Harassment:** Gonzaga University seeks to provide equal educational opportunities for all students and to cultivate the ethical and moral values of a just society. To do so, Gonzaga must maintain an environment free from racial harassment, intimidation, and humiliation as expressed by communication, threats, acts of violence, hatred, abuse of authority, or ill-will that assault an individual's self-worth. Racial harassment interferes with or limits an individual's or group's ability to participate in, or benefit from, Gonzaga programs, services, activities, or amenities. Racial harassment dishonors Gonzaga and its members, and diminishes the stature of the academic community. Gonzaga unequivocally condemns racist behavior in any form.

Following are examples of behaviors which, if based on national origin, ethnicity, or color may constitute racial harassment:

1. Making demeaning remarks to an individual or group, or in the presence of an individual or group. This includes name calling, racial slurs, epithets, jokes, and racial put downs if the intention or result is to demean a person or group, treat individuals or groups differently because of these protected classes, or create a hostile environment.
2. Displaying, circulating, or placing visual or written material demeaning race, national origin, ethnicity, or color in a Gonzaga living or working area, when the intention or result is to make the education, working, or living environment hostile or demeaning.
3. Damaging, defacing, or destroying Gonzaga's property or the property of any member because of these protected classes.
4. Using "fighting words" that are inherently likely to provoke an immediate and violent reaction, whether or not they actually do so; or expressing in words, pictures, or symbols commonly understood to convey hatred or contempt, with the intent to inflict emotional distress.
5. Engaging in intentional acts based on these protected classes that obstruct or attempt to obstruct or seriously impair Gonzaga activities in or outside Gonzaga buildings or in other locations where Gonzaga-sponsored activities occur.
6. Engaging in demeaning verbal and other expressive behavior of a racial nature in instructional settings. Gonzaga will *make every effort* to address racial harassment even if the perpetrator has not been identified.

## **DEMEANING VERBAL AND OTHER EXPRESSIVE BEHAVIOR IN INSTRUCTIONAL SETTINGS**

The College and University Personnel Association and the American Association of University Professors have developed guidelines for handling allegations of harassment arising in an instructional setting. The types of expressive behavior that are acceptable within the instructional setting are defined below. Complaints received concerning behaviors outside of these protected behaviors are handled through the applicable procedures described in the *Gonzaga University Policies & Procedures Manual*, the *Faculty Handbook*, and the *Student Handbook*, as determined by the classification of the accused (employee, student or faculty).

### **Definitions:**

"Instructional setting:" An instructional setting is a situation in which a member of the faculty or academic staff is communicating with a student(s) concerning matters the faculty or academic staff member is responsible for teaching the student(s). These situations include, but are not limited to, such communication in a classroom, laboratory, during a field trip, or in a faculty or academic staff member's office.

“Expressive behavior:” Expressive behavior is conduct in an instructional setting whenever a faculty or academic staff member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, verbal or written statements, and assignment of visual, recorded, or written materials.

### **Protected Expressive Behavior:**

#### **1. Expressive behavior related to subject matter:**

**O.** A faculty or academic staff member’s selection of instructional materials shall not be the basis for discipline if the material selected is germane to the subject of the course. However, if the Faculty Harassment/Discrimination Committee finds, at a formal hearing, that the faculty or academic staff member’s claim that the materials are germane to the subject of the course is unreasonable, it shall not be an acceptable defense to the use of such material.

**P.** A faculty or academic staff member’s expressive behavior shall not be the basis for discipline if the behavior constitutes an opinion or statement germane to the subject matter of the course. However, if the Faculty Harassment/Discrimination Committee finds, at a formal hearing, that the faculty or academic staff member’s claim that the expressive behavior is unreasonable, it shall not be an acceptable defense to the use of such behavior.

#### **2. Expressive Behavior related to pedagogical strategies:** A faculty or academic staff member’s selection of pedagogical strategies shall not be the basis for discipline unless the Faculty Harassment/Discrimination Committee finds, at a formal hearing, that the faculty or academic staff member’s claim that the objective cannot be accomplished as effectively by techniques less likely to cause harm is unreasonable.

## **REPORTING HARASSMENT OR DISCRIMINATION**

### **1. Reporting**

**Emergency Reporting:** If the incident involves a threat to safety, a crime, or if evidence needs to be collected or preserved, the local police should be contacted immediately through 911. Gonzaga Campus Public Safety & Security should be called after 911 has been notified. A Security officer or other University official can assist in making a police report by providing transportation or accompanying an individual to make a report.

An individual who has experienced harassment or discrimination based on the characteristics or traits listed above is encouraged to promptly report the incident to receive support and resources. It is important that a record of the incident is established in a timely way.

Gonzaga community members may bring complaints or concerns about harassing behavior to faculty, supervisors, department heads, vice presidents, the Human Resources Department, or the Equal Opportunity Officer. In addition, students may bring complaints to their advisors, chairs, deans, Student Life personnel, or to the Academic Vice President’s office. Contact information for relevant departments is listed below:

During regular University business hours, harassment can be reported to:

- ❖ Campus Public Safety & Security Dispatch Center, 313-2222
- ❖ Student Life Office, College Hall 120, 313-4100
- ❖ Housing and Residence Life Office, O’Leary Hall, lower level, 313-4103
- ❖ Disability, Resources, Education and Access Management (DREAM), Foley 2nd floor, 313-4134
- ❖ Office of Academic Advising and Assistance, College Hall 104, 313-4072
- ❖ LGBT Resource Center, Unity House, 313-5847
- ❖ Unity Multicultural Education Center, Unity House, 313-5836
- ❖ Equal Opportunity Office, Crosby House (Sharp and Addison streets), 313-6910

After regular business hours, on weekends and holidays, harassment can be reported to:

- ❖ Campus Public Safety & Security Dispatch Center, 313-2222
- ❖ Professional Residence Director or Area Coordinator, (in your residence hall or by calling Security dispatch)

These offices and professionals will assist in documenting the incident and providing support and resources. Any of the above to whom a complaint or concern has been reported must promptly notify the Equal Opportunity Officer, who will coordinate with the Student Life Office when appropriate, to respond to the incident, the needs of the Reporting Party and the welfare of the campus community. The Equal Opportunity Officer will then investigate or recommend an investigation by a qualified individual from inside or outside Gonzaga.

## **2. False reports**

Submission of a good faith complaint, concern, or report of harassment will not affect the complainant's or reporter's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or report or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action.

## **3. Confidentiality**

Gonzaga will handle all reports of harassment as discreetly as possible, sharing information on a need to know basis only. To properly investigate an allegation of harassment, Gonzaga may need to divulge the identities of individuals involved. Gonzaga will comply with discovery or disclosure obligations as may be legally required.

## **4. Statement Against Retaliation**

Retaliation will not be tolerated against anyone who has reported perceived harassment or a concern about harassing conduct, or has participated in an investigation, complaint process or hearing, or has filed a complaint alleging harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone found to have acted in a retaliatory manner will be subject to appropriate disciplinary action.

## **HARASSMENT AND DISCRIMINATION COMPLAINT PROCEDURES**

Complaints will be handled through the applicable procedure described in the Gonzaga University Policies & Procedures Manual, the Faculty Handbook, and the Student Handbook, as determined by the classification of the accused (employee, student or faculty).

With the objectives of timeliness and fundamentally fair procedures for all parties, Gonzaga's complaint processes are designed to: 1) determine if the behavior alleged in the complaint took place and constituted harassment, 2) stop the offending behavior, 3) restore the complainant's working or learning environment, 4) take steps to prevent retaliation and repetition of the harassment or discrimination, and 5) educate, sanction, or discipline the offender consistent with the seriousness of the offense. It is anticipated that the process will be completed in no more than 60 (sixty) calendar days. If additional time is needed, the Equal Opportunity Officer will notify the parties in writing of the reasons for the delay and reasonable timeframe for completion.

Gonzaga is committed to investigating and resolving all complaints of harassment and discrimination, or reports of information, which create a reasonable belief that harassment or discrimination has occurred. Because of the sensitive nature of most incidents and the emotional and moral complexities involved, effort is made to resolve problems fairly and informally as they arise. Gonzaga retains complete discretion as to the terms and conditions upon which matters may be resolved by informal means.

The Equal Opportunity Officer (EOO)/Title IX Coordinator is available to discuss general concerns or specific complaints about harassment or discrimination, and to answer questions about the various procedures for initiating a complaint. Any member of the campus community may bring questions about procedures, seek informal advice, or present a complaint to the Equal Opportunity Officer/Title IX Coordinator, either verbally or in writing. Individuals can speak with the EOO confidentially without filing a complaint. Sometimes suggestions may be provided which enable the complainant to deal directly with the accused. Other cases may require intervention or administrative action.

Complaints, or information which create a reasonable belief that harassment or discrimination has occurred, are channeled through the Dean of Students' Office or the EOO/Title IX Coordinator, depending on whether the accused is a (1) student, (2) staff, (3) faculty, or (4) visitor:

- (1) Allegations against students are referred to Student Life.
- (2) Allegations against staff by other staff, students, or faculty members are referred to the EOO/Title IX Coordinator and reviewed through the Procedures for Resolving Complaints When the Accused is a Staff Member.
- (3) Allegations against faculty by other faculty, staff, or students, are referred to the EOO/Title IX Coordinator and reviewed through the Procedures for Resolving Complaints When the Accused is a Faculty Member.
- (4) Allegations against any Gonzaga community member by visitors are handled by the Dean of Students or the EOO/Title IX Coordinator.

Complaints related to disability are channeled through the ADA/504 Coordinator.

## **PROCEDURES FOR RESOLVING COMPLAINTS WHEN THE ACCUSED IS A STUDENT**

Once a report is forwarded to the Student Life Office, an “Incident Manager” will be assigned to each report to coordinate a response of care, concern and follow-up. An investigation to determine the circumstances of the incident will occur. Based on the results of the investigation the University will determine an appropriate response. If the person identified as responsible for the alleged harassment is a student, a Reporting Party may request University action through the student conduct system through the Incident Manager assigned to the case.

## **HARASSMENT POLICY COMPLIANCE**

This harassment policy defines and prohibits harassment on the basis of federal and state law as interpreted by the courts. If statutory provisions or court interpretations change or conflict with this policy, Gonzaga’s policy will be deemed amended to assure continued compliance. This harassment policy is also intended to comply with statutes and guidelines of other regulatory agencies, such as the US Office of Civil Rights guidelines for student to student harassment.

## SELECTED UNIVERSITY POLICIES

Please consult the current on-line Student Handbook at [www.gonzaga.edu/studenthandbook](http://www.gonzaga.edu/studenthandbook) for other University policies, rules and expectations related to student conduct. Faculty members should contact the Academic Vice President's office. Staff members should consult the University Personnel Policy and Procedure Manual or Human Resources.

### ALCOHOL POLICY

The use of alcoholic beverages on University property and at University events must be consistent with University policy and applicable law. In the case of branch campuses or programs, use of alcoholic beverages must be consistent with the laws of the jurisdiction where University programs are located. All state and local laws regarding alcohol are also University rules. Off-campus conduct related to alcohol which violates the law also violates University policy. The following is a summary from Washington state statutes of some important points related to the use of alcoholic beverages:

A person must be 21 years of age to acquire, possess or consume any liquor (alcohol, spirits, wine and beer)

It is a violation of state law for any person under 21 years of age to purchase or attempt to purchase alcoholic beverages

It is a violation of state law to sell alcohol to a person under 21 years of age, as well as to provide alcohol to any person who is underage

It is a violation of state law to misrepresent age and to use false or forged documents (such as a drivers license from any state) to obtain alcohol

Alcohol provided to students by their parents is prohibited on campus and in University residential facilities except as it relates to specific upper-division housing. Students in the presence of others improperly using alcohol may be in violation of the University's Expectation to Act policy.

The University reserves the right to confiscate, retain and dispose of/destroy any and all alcohol and related paraphernalia regardless of value or ownership. Paraphernalia is defined as alcohol containers of all kinds, posters, promotional items and items used to facilitate drinking such as beer steins and shot glasses.

Drinking which is dangerous or disruptive, over-intoxication and public drunkenness, regardless of age or where the alcohol was consumed, is inappropriate and is not an excuse. For those under 21 years, consumption of alcohol off-campus is a violation of the University's alcohol policy.

The following two sections apply specifically to Gonzaga University's Spokane campus.

#### **On-Campus Gonzaga-owned property and buildings**

- A. University regulations do not permit the possession or consumption of alcoholic beverages in common areas (both interior and exterior) except in cases specifically approved by, and registered with, the Student Life Office, and which comply with state and local laws.
- B. Requests for special events must be reviewed and authorized by the Vice President for Student Life or his/her designee, subject to Washington State Liquor Control regulations. Individuals who sponsor special events involving the serving of alcoholic beverages must be 21 years of age and must abide by all State and local regulations.
- C. Organizations or individuals sponsoring any event at which alcoholic beverages are served or present:
  - Are responsible for ensuring laws and University regulations governing the provision and consumption of alcoholic beverages are upheld.
  - Must arrange to serve non-alcoholic beverages and food appropriate to the occasion.
  - Must arrange for a responsible bartender to coordinate serving. Choice of bartender is subject to review and approval by the Student Life Office.
  - Must fulfill all requirements listed by the Vice President for Student Life Office.

#### **Alcoholic beverages in University owned residential facilities**

The use of alcohol is prohibited in some cases and regulated in others as described below:

- A. Possession or consumption of alcohol in common areas, both interior and exterior of all residential facilities is prohibited.

- B. Residential facilities reserved for lower-division (first and second year) students
1. Students of any age and/or their guests of any age may not consume alcoholic beverages at any time in lower division residence halls. The use, possession, distribution, sale or display of alcoholic beverages and alcohol paraphernalia, including possession of empty alcohol containers, is prohibited.

Should a violation of the alcohol policy described in #1 arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.

Empty containers may be considered evidence of consumption/possession of alcoholic beverages.

- C. Residential Facilities reserved for upper-division (third year and above) students
2. Residents of individual rooms and apartments on campus and University owned off-campus apartments and houses are responsible for ensuring that University policy is upheld at all times with regard to alcoholic beverages.

The possession and/or consumption of alcohol shall not infringe upon the privacy, peace, and rights of others.

Should alcohol-related problems arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.

In individual rooms, suites, or apartments in any residential facility maintained by Gonzaga University, mass quantities of alcoholic beverages are prohibited, regardless of the resident's age. This includes, but is not limited to such things as kegs, multiple cases of beer, and stocked bars.

Beverages must be consumed within the confines of the apartment unit or house and are prohibited on balconies, stairways, parking lots, grounds, patios, porches and other common areas.

Residents are encouraged to refrain from having under-aged guests over while consuming alcoholic beverages to avoid the appearance that they may be distributing such beverages to under-aged people.

Any apartment unit or house which has an under-aged resident is considered "dry" until all assigned residents are at least 21-years old. This means it is prohibited to consume, possess, distribute, display or otherwise use alcoholic beverages and includes possession of empty containers.

Partying that becomes detrimental to the community is inappropriate.

Equipment or supplies used in drinking games or to promote excessive drinking (e.g., beer pong tables) are prohibited.

### **Violations of the Alcohol Policy**

Violations of the alcohol policy will be enforced by the Student Life Staff, Residence Life Staff, University officials, and other members of the University community. Individuals, student groups, or organizations that violate any of the alcohol regulations will be held accountable and may lose the privilege of sponsoring future events as well as be subject to disciplinary actions by the Student Life Staff.

Students who violate state and local laws or University regulations concerning alcohol usage can expect to attend an alcohol education class and be subject to disciplinary action in accordance with University procedures up to and including suspension or dismissal from the University. Sanctions may also include scheduled or random alcohol testing.

Egregious violations of the alcohol policy may receive enhanced disciplinary follow-up. These violations include, but are not limited to possessing or consuming mass quantities of alcohol, and abusive consumption of alcohol, which includes but is not limited to:

Requiring medical response, transport, or hospitalization

Blackouts

Disruption to the community, such as requiring others to watch over you, including friends

Impacting University operations, such as Security and Residence staff duties

## **Communication/Contact Expectation Directives**

In situations involving conflicts between students, harassment, other unwanted contact, or allegations of inappropriate conduct, the University may issue a Communication/Contact Expectation Directive to one or both parties involved in the situation. The Directive may be requested by either party or it may be issued at the University's own initiative. The Directive prohibits either one or both parties from having contact with the other party or third persons involved in the matter. The Directive may be issued as part of the University's disciplinary process or it may be issued as a means to keep the parties separated for purposes of maintaining a peaceful environment. A University Communication/Contact Expectation Directive is not the same thing as a court order.

## **Disciplinary Hearing Disclosures – Crimes of Violence**

Gonzaga University will, upon written request, 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 the student who is the alleged perpetrator of the crime or offense.

## **Drug Policy**

The illegal use of drugs at Gonzaga University is not tolerated. Actions that violate local, state, or federal laws in relation to drugs are also a violation of University policy. This includes the abuse and improper use of prescription drugs. Violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from the University and/or referral to law enforcement officials, whether it occurs on or off campus and irrespective of any action or inaction by civil authorities. Medical marijuana users should be aware that Gonzaga University does not permit marijuana use or possession on campus, even with official medical documentation, including in any residential facility. All questions regarding the reasonable accommodation of medical conditions, including conditions treated with medical marijuana, should be directed to the Disability Resources, Education, and Access Management (DREAM) office.

The unlawful manufacturing, possessing, having under control, selling, transmitting, using, or being party thereto of any dangerous drug, controlled substance, or drug paraphernalia on University premises or at University-sponsored activities is prohibited. Drug paraphernalia, particularly containing drug residue, may be considered indication of drug use.

It is a violation of the University's Expectation to Act policy to knowingly be in the presence of others who possess illegal drugs or paraphernalia, or to be in the presence of others using illegal drugs. The University reserves the right to confiscate, retain, and dispose of/destroy any and all drug related items regardless of value or ownership.

## ***Violations of the Drug Policy***

Violations of the drug policy will be enforced by the Student Life Staff, Residence Life Staff, or other University Officials. Students who violate Federal, State, local laws or University policies concerning drug usage are subject to disciplinary action in accordance with University procedures up to and including suspension or dismissal from the University. Students can expect sanctions including but not limited to: substance use assessment/recommendations for treatment, and scheduled or random drug testing in addition to other sanctions deemed appropriate, and any costs associated with assigned sanctions are the responsibility of the student. In the case that distribution of illegal drugs or prescription medications is suspected, the University's response may vary.



## **Drug-Free Schools and Campuses Regulations**

These regulations are part of the federal Drug Free Schools and Communities Act. The regulations require that, as a condition for receiving federal funds or federal financial assistance, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Gonzaga University has implemented such a program.

Simply stated, the illegal use of drugs at Gonzaga University is not tolerated. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or drug on University premises. The use by a Gonzaga student or employee of a controlled substance that is not medically authorized is strictly prohibited. Students or employees who violate the provisions of the drug-free campus policy may be subject to discipline, suspension, expulsion, or termination of employment. Violating this policy (and concurrent law) may also subject the student or employee to criminal prosecution. Legal penalties for drug violations vary depending on the amount and classification of the controlled substance. These penalties range from a mandatory court appearance to a substantial fine and/or lengthy prison sentence.

Gonzaga University's alcohol policy has its basis in Washington State law. The University's alcohol policy is detailed elsewhere in this publication. Violations of University policy and/or applicable liquor laws may subject students or employees to discipline, suspension, expulsion, or termination of employment. Violations may also be subject to criminal prosecution. Legal penalties for liquor law violations range from a mandatory court appearance to fines and jail time.

Certain health risks are associated with the illegal use of drugs and alcohol use. Drug and alcohol use can affect a person's physical and emotional health, social life, and employment prospects. The hazards of alcohol and drug use differ from person to person. The health risks may include: interference with memory, sensation, and perception; impairment of reaction time and motor coordination; distortion of experiences and loss of self-control; death from respiratory depression; interference with the brain's ability to take in, sort, or synthesize information; physical exhaustion; complications of intravenous injection; and fetal damage from abuse by pregnant mothers. More information about specific health risks is available at the Campus Health Center.

Gonzaga encourages students who use alcohol and have problems, or suspect they have a substance abuse problem to seek assistance through campus resources such as the Student Life office, the Campus Health Center, and the Counseling Center. The University may refer students with problems beyond its means to outside rehabilitative or counseling services. Employees with substance abuse problems can access appropriate treatment through the medical insurance and other employee assistance programs provided by the University.

For further information about the University's compliance with the Drug-Free Schools and Campuses Regulations, the University's drug and alcohol policies, or related matters, please contact the Student Life office, College Hall #120, extension 4100.

## **Identification Cards**

Students are required to obtain an official student identification card within one week of enrollment at the University. Students are required to carry the card at all times and present it when requested by any University official including Security and Dining staff members. If a card is lost or stolen contact Student Accounts immediately for a replacement.

The alteration or misuse of a student identification card is prohibited. This includes possessing, presenting or using another person's card or card number without permission. Students must surrender their identification card to a University official upon request.

## **Keys, Keycards, and Access Codes**

Loaning keys to any other person for the purpose of entering a University facility, residence hall, room or secured area without being accompanied by the legitimate key holder is prohibited. This includes identification "swipe" cards and keypad codes. This policy also applies to possessing, using, making, or causing to be made

any keys for any building, laboratory, facility, residence hall room, or University room or secured area except as authorized by the Plant Services Department.

### **Off-Campus Conduct**

Students are subject to the University's behavioral expectations off-campus. Behavior off-campus that reflects adversely upon the University's values and image may subject the student to disciplinary action. This includes, but is not limited to: disrespect for the rights of Logan neighbors, hosting or allowing disruptive gatherings to occur at a residence and other nuisance behavior that reflects negatively on the institution. It also includes facilitating or allowing illegal or dangerous behavior as well as negative interactions with public safety officials.

### **Parking**

All students, staff, and faculty who park or use a vehicle on Gonzaga University property must register the vehicle with Campus Public Safety & Security. This applies to all vehicles brought to campus, including motorcycles. Vehicles can be registered at the Security office, located in the lower level of Welch Hall.

Parking lots are designated and posted by permit color and are restricted to particular groups (staff/faculty, law students, residence halls, rental properties, etc). A list of locations is provided at the time of registration, or is available at the Security Office. Parking enforcement is conducted year round, but hours and conditions vary depending on the time of year. Reserved spaces for disabled persons and maintenance vehicles, loading zones, fire lanes, campus interior, and other violations are enforced 24 hours a day year round. Students, staff, and faculty are not permitted to use a temporary visitor pass or park in visitor spaces.

Students receiving an unreasonably high number of citations may be assessed additional fees for non-compliance. An unreasonable number of citations, even those paid promptly, may also result in a referral to the Student Life staff for disciplinary follow-up. In addition to disciplinary action, on-campus parking privileges may be revoked upon adequate notice and an offending vehicle may be towed and impounded.

The University reserves the right to search privately owned vehicles on University property when there is an indication that the vehicle may be involved in a violation of a University policy.

Further information about parking rules and regulations, permit sales and registration, violation fees and payments and appeals is available at the Security office, or by calling the Parking Message Line at extension 4147 (313-4147). Information is also available via the Campus Security website at [www.gonzaga.edu/security](http://www.gonzaga.edu/security).

### **Posting**

The University reserves the right to regulate the posting and distribution of all notices. Approval for posting, as well as complete posting/publicity guidelines, may be obtained at the Crosby Information Desk located in the Crosby Student Center. All residence hall postings must be approved through the Housing Office and will be distributed to Residence Hall staff for displaying. The University policy has been designed to ensure that Gonzaga University students, faculty, and staff have equal access to common posting areas and that the aesthetic quality of the campus is preserved. Posting on University property is a privilege.

### **Skating and Biking on Campus**

Safety, courtesy and caution dictate the use of skateboards, in-line skates, bicycles and scooters on campus. The use of these items is not permitted in any university facility or on any stairways. The right of way of pedestrians is to be observed at all times. Stunt riding and skating, including the use of benches, stairways or other objects, is prohibited. Electric and gas powered scooters may be treated as motor vehicles by the University and subject to parking and traffic regulations. Bicycles may not be left in stairwells or in any area likely to impede foot or vehicle traffic. Bicycles may not be secured to any object other than a bike rack. Bicycle riders are expected to observe the city of Spokane's helmet ordinance while on campus.

## **Smoking**

University policy and state law prohibit smoking inside buildings and within 25 feet of building entrances, exits, windows that open and ventilation intakes. In many cases a person who chooses to smoke must be more than 25 feet from the building in order to comply with the law and University policy. This applies not just to tobacco but to all smoking materials. Evidence of smoking, including residual odor, will be treated as a violation of this policy.

## **Solicitation**

In order to protect students' right to privacy, under no circumstances are off-campus solicitors allowed to canvass campus. Any violation of this policy should be reported to the Student Life office or Campus Public Safety & Security immediately. Permission for public area solicitation must be obtained from the manager of the Crosby Student Center. Students or student groups wanting permission for solicitation within Residence Halls (including "dorm storming") must receive permission from the Residence Director of the building(s) they wish to canvass.

The use of University facilities and resources to conduct commercial ventures not sanctioned by the University is prohibited. This includes housing facilities, MSC box/address, University phone number(s), voice mail, computing resources and use of University logos/trademarks.

## **Weapons, Fireworks and Explosives**

The presence and use of weapons on campus, except in very limited circumstances, presents a potential threat to the safety of all community members. Use or display of weapons may result in threat or injury to self or others. Use or display of weapons, whether intentional or not, is generally inconsistent with our Ethos Statement and may be illegal.

Possession, use, display, sale or exchange of weapons at any location on campus, including University residential facilities and privately-owned vehicles, is prohibited. Fireworks, flammables, explosives and chemicals of an explosive and or flammable nature are also prohibited. The term "weapon" means any object designed to propel an object, inflict a wound, cause injury, incapacitate, damage property or cause a reasonable fear of such, and includes, but is not limited to, all firearms, pellet/BB/air guns, paintball guns, home-manufactured cannons or explosive devices, bows and arrows, slingshots, clubs, martial arts devices, switchblade or otherwise-illegal knives or knives with a blade longer than three inches (with the exception of kitchen knives in our University homes and apartments). Replica guns and other simulated weapons are covered by this policy. Objects otherwise not considered weapons and knives with blades less than three inches may be covered by this policy if used as a weapon.

Exceptions to this policy may be authorized by the Director of Security. The University retains the right to search persons, possessions and bags and privately-owned vehicles on University property and to confiscate, retain and dispose of/destroy all items covered by this policy regardless of value or ownership. Law enforcement may be contacted for some violations of this policy.

# **CRIME PREVENTION ON CAMPUS**

## **Campus Safety and Security Resources**

The Campus Security department maintains an active blog, Facebook page, and Twitter page which contain timely crime prevention and awareness tips and other information about creating a safe community. Visit CAMPO at <http://blogs.gonzaga.edu/campo/>.

The Department also provides presentations on a wide variety of security and safety topics in collaboration with staff, faculty, and student groups and organizations.

The University has several standing committees, such as the Security Advisory Council, Risk Management Committee and Safety Committee that consider safety and security issues. Students, staff and faculty are encouraged to utilize these committees to address concerns. More information about these committees is available by calling the Student Life office at x4100 (313-4100 from non-campus phones).

## **Residence Hall Security**

During the school year the Gonzaga campus is home to more than 3000 students that live in University residential facilities. Keeping the residence halls safe requires attention to some particular security concerns:

- Close exterior doors behind you as you enter your hall. DO NOT allow anyone to enter who is not accompanied by another resident. Propping exterior doors increases the risk of victimization to yourself and others
- Escort your visitors to the exterior door when they leave
- Soliciting and sales are not allowed in the residence halls. Report solicitors you encounter to Campus Security and residence hall staff. If a door or lock is broken, call Customer Service x5656 (313-5656 from non-campus phones) to report it. After hours and on weekends, call Security and notify your residence hall staff member
- If you live on the ground floor or have a balcony keep your windows locked. Sliding glass doors in apartments should also be kept locked, even on upper floors
- Be sure to lock your room door if you will be away, even for a minute. Room and apartment doors should be kept locked when you are sleeping
- Keep your residence hall staff informed about safety and security concerns in and around your building

## **General Security And Safety Tips**

- Walk with another person after dark or call Security for an escort
- Be aware of your surroundings and any signs that something is amiss or out of place
- Stay in well lighted areas and walk away from alleys, dark corners and bushes whenever possible
- Don't carry credit cards, your social security card, or large sums of money
- Purses are an attractive target for thieves...don't carry one if it isn't necessary
- Lock your valuables securely, even in your room
- Mark your property for quick identification. Engravers may be borrowed from the Crime Prevention office
- Do not risk injury if someone attempts to forcibly take your wallet, purse, or personal belongings
- Carry a cellphone and use it if you feel threatened. Be sure you know how to use the speed dial for 911 and program Campus Security into your speed dial
- Don't attach your I.D. to your keys or mark your key chain with your name and address
- If University keys are lost or stolen, notify Campus Security immediately, as well as Residence Hall staff (employees should notify their supervisor)
- Get to know your neighbors and share information about suspicious activities

## **Bike Security And Safety**

The office of Housing and Residence Life manages bike storage in residential buildings and bike lockers. The number of lockers is limited, so contact the Housing office at ext. 4103 (313-4103) if you are interested. Campus Security sells high quality U-type locks at a discounted price. Call ext. 6147 (313-6147 from non-campus phones) for more information. There are some basic tips for keeping both bike and rider safe:

- Use a U-lock type device to secure your bike. Bikes locked with cables or small chains are frequently stolen
- When locking your bike, secure both the frame and front wheel to a bike rack
- Register your bike with Campus Security <http://www.gonzaga.edu/Student-Life/Campus-Public-Safety-and-Security/Parking/Bicycle-Registration.asp>
- Report suspicious activity or loitering around bike racks to Campus Security. Thieves usually carry a hidden bolt cutter or other cutting tool
- Ride defensively, with the flow of traffic and always use hand signals
- Keep your bike maintained- especially the brakes
- When cycling, be AWARE, VISIBLE, and PREDICTABLE
- Be considerate of pedestrians and vehicle drivers
- Don't impede free use of handicap ramps or other access points with bikes locked to handrails, etc.

Bicycles are not to be stored on any balcony, fire escape, or stairwell of any University property. Students who reside in Residence Halls should contact their Resident Assistant for information on bike storage.

## **Auto Security and Safety**

Auto theft is a growing problem and the campus area is not immune. Take action to safeguard your vehicle:

- Lock all doors while driving and after parking
- Help secure your vehicle against theft or burglary with an electronic alarm
- Keep a copy of your registration, insurance, and title in a safe place separate from your vehicle
- Store valuables (laptops, purses, GPS units, CDs, gym bags, etc) out of sight or locked in the trunk
- If you don't use your car regularly, check on it every day or two
- Immediately report all thefts, as well as suspicious activity in parking lots and near parked cars, to Campus Security

## **Identity Theft**

Identity theft affects millions of people each year. Identity theft occurs when personal information has been compromised and used to commit fraud or theft. During the course of the day, there are many occasions when checks are written, purchases are made with credit cards, and information is received or sent through the mail. These normal transactions can result in the theft of a person's identity. Minimize the risk by managing credit information carefully and responsibly.

- Don't leave credit information in a vehicle
- Check your credit report once a year with a credit bureau
- Shred voided checks, unused deposit/withdrawal slips and statements
- Keep number of credit cards to a minimum
- If you keep a receipt black out the account number
- Only do on-line business with reputable firms
- If you become a victim or suspect you might be contact Campus Security immediately for assistance.

## **Office Security**

Staff, faculty, work-study students and student organizations work in an office environment. This situation poses a special concern due to the high amount of traffic through buildings and offices. Opportunistic crime occurs when security awareness and crime prevention fall by the wayside. Follow these tips for a safe office:

- Do not loan out office keys or allow them to be copied
- Keep your purse, wallet, or other valuables locked in a cabinet or drawer. Office thieves know the usual unlocked “hiding places”
- If your office will be unattended, even for just a minute, lock the door
- Record the description and serial numbers of office equipment- especially highly portable computer equipment
- Keep petty cash locked up at all times and make periodic checks of the amount
- Lock doors and close windows at the end of the working day
- Call Campus Security for an escort
- Call Campus Security to report unusual or suspicious behavior

## **CRISIS RESPONSE AND NOTIFICATION**

Initial and immediate response to a significant emergency or dangerous situation is handled by the staff of the Campus Public Safety & Security department, in conjunction with local law enforcement and emergency providers as appropriate.

In the event of a significant emergency or dangerous situation which poses an imminent or impending threat to the campus community Gonzaga University will notify students, faculty and staff as further described below. The Campus Public Safety & Security Director (or designee), along with the on-call member of the Student Life Leadership Team (VP, Dean, Assistant Deans of Students) and other involved parties will confer to assess the situation and determine an appropriate notification response. These officials are responsible for determining whether a significant emergency or dangerous situation exists and has been confirmed, which may be ascertained by communication with local police and emergency responders, on-site observation or reliable witness reports. Assessment of the significant emergency or dangerous situation is an on-going process.

Notification to the campus community will occur without unreasonable delay upon confirmation of the significant emergency or dangerous situation. The notification will provide basic information about the situation and how campus community members should respond, for example, remain in place or evacuate to a specified location. Depending on the nature of the emergency or dangerous situation, the entire campus community may receive the notification or it may be directed to a specific segment.

In making the notification Gonzaga will take into account the safety of the campus community, determine what information will be released, and initiate the notification process. In the case of a confirmed emergency or dangerous situation the only reason the University will not make the notification is, if in the professional judgment of University officials or in consideration of a request from law enforcement, a mass message may compromise efforts to assist victims or contain, respond to, or otherwise mitigate an emergency. Situations which resolve during the confirmation process may not be subject to notification.

Gonzaga University uses an electronic mass notification system called ZagAlert. If mass notification is deemed appropriate the Security Director, Student Life professional, Public Relations staff, or other administrator will, without unreasonable delay, access the ZagAlert computer program and develop and send the message. A ZagAlert notification message is sent to all community members who have signed up for the service. The ZagAlert system sends notification by way of a variety of electronic means such as text messages, phone calls and messages, and email messages. Timing of delivery of the messages is controlled by the contracted company that provides the service.

Campus community member can sign up for ZagAlert and select notification options at: [www.gonzaga.edu/Zagalert](http://www.gonzaga.edu/Zagalert). ZagAlert notification is optional but encouraged.

In addition, other means of notification may be utilized for specific portions of campus depending on the situation. Other more traditional notification options for advising the campus community of an emergency or dangerous situation include in-classroom phones, an external loudspeaker system and door-to-door notification, as well as social media. Follow-up messages may be sent via ZagAlert or other means as situation progresses or is resolved.

If a decision is made to cancel classes or curtail regular operations, the Director of Public Relations will also make an announcement via the web page and e-mail, the University telephone system, and local television and radio stations if necessary. If it is appropriate to notify the larger non-campus community about the emergency or dangerous situation this will be coordinated by the Director of Public Relations and in consultation with local emergency providers. The University web page and local media outlets may be used for this purpose.

The University reviews and exercises aspects of its emergency response and evacuation procedures and systems on an annual basis. Notification to the campus community of testing is publicized via email message. The ZagAlert system is tested two times per academic year. These tests are announced to the community in

advance. Table-top scenarios and other exercises for emergency response and evacuation procedures are also conducted annually and may be announced in advance. Testing of the response systems and outcomes of the table-top exercises and other activities are reviewed by the University's Risk Management Committee. Information gained from the tests and input from members of the Risk Management Committee assist the University in assessing the effectiveness of response procedures and goal setting. This information is documented and maintained as part of the Risk Management Committee.

### **Active Shooter Guidance**

Since the Virginia Tech shooting, many colleges and universities have made great strides in better preparing and responding to these incidents. Gonzaga is no exception. We've developed guidance, based on best practices, for responding to an active shooter event. These include the basic steps that all community members can take to survive an active shooter event. Students, staff, and faculty with a ZagWeb account can go to <http://www.gonzaga.edu/active-shooter> and view a 20 minute training video produced by the [Center for Personal Protection & Safety](#). "Shots Fired on Campus" outlines the survival steps you can take when confronted by an active shooter on campus. In fact, much of this nationally-recognized training video was filmed on the Eastern Washington University and Gonzaga campuses. We encourage you to invest just a few minutes to learn the basic steps to take if confronted by an active shooter.

This knowledge, combined with enrollment in ZagAlert can help you survive an active shooter event. For questions about this guidance, or how to obtain additional training, students should contact Campus Public Safety & Security Director John VanSant at 313-3996. Staff & faculty please contact Safety Programs Manager Dennis Hansen at 313-5856.



## ACTIVE SHOOTER GUIDANCE

**FIGURE OUT.** What action gives me the best chance to survive? Quickly evaluate and act.

**RUN OUT.** Can I safely get to a safer location? If yes, do so immediately. Don't wait for others to validate your decision. Leave your belongings behind.

**-OR-**

**HIDE OUT.** If you can't get out safely, find a place to hide. Look for a place that offers some protection, is well hidden, and offers options for movement.

**CALL OUT.** When you are in a safe location, immediately call out to authorities via 911, don't assume someone else already has called. Tell the dispatcher:

- Where you are.
- Who the shooter is; name if known and description.
- The current location of the shooter.
- Number and types of weapons involved.
- Injuries you are aware of.

**KEEP OUT.** If you must HIDE OUT, do what you can to stay unnoticed and keep the shooter out.

- Lock the room door if possible.
- Turn off the room lights.
- Block the door with heavy objects.
- Keep quiet, put cell phones and pagers on silent/vibrate.

**SPREAD OUT.** If there are two or more people in a space, spread out.

- Spreading out, rather than huddling together, causes the shooter to hesitate in looking for targets.
- This also gives you more options for action and opportunities to get out.
- Before you spread out, quickly and quietly plan what to do if the shooter enters the area.
- Everyone in the space must get into a *survival mindset* and commit to working together to survive.
- Remain calm, which can be contagious, and keeps others focused on survival.

**-AS A LAST RESORT-**

**TAKE OUT.** If a shooter enters your space, assume his/her intentions are lethal.

- a. Stick to your plan to take out the shooter, others will follow when you act.
- b. Use anything you have with you and in the room as weapons.
- c. As soon as the shooter enters, yell loudly and throw things at him/her, aiming for the face. His/her first reaction will be to shield himself/herself. Rush at the shooter and act as a team to overcome him/her.
- d. Total commitment is critical; don't give up until you have won!

**-WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE-**

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

# EMERGENCY GUIDELINES

**Life-Threatening Emergencies: 911**

**All Emergencies: 509-313-2222**

## EMERGENCY NOTIFICATION

Notification and guidance may come from several sources, including Gonzaga Security, Housing & Residence Life staff members, other University employees, and Spokane police or fire personnel. Information may be provided through the [University webpage](#), [Campus Security Wordpress page](#), [Facebook](#), [Twitter](#), Email, classroom intercoms, campus phones, and [via ZagAlert](#).

## DANGEROUS PERSON

If you come across or learn of an intruder or someone who is threatening the safety of individuals on campus, immediately dial 911 and then contact Campus Security as soon as you can do so safely. Remove yourself from danger; if safe to do so get to a safe zone. If remaining in the building, lock and barricade room door. Turn off lights and equipment. Do not approach the person. Be prepared to give a full description of the individual, as well as his or her location. Remain in secured area until "all clear" has been given by law enforcement or Campus Security.

## MEDICAL EMERGENCY

Remain calm and dial 911, then contact Campus Security. Do not move the injured/ill person. If it is safe to do so, comfort them and reassure them that help is on the way. Do not touch the person if you are not certified in first aid and/or do not have personal protection gear if there is danger of coming into contact with bodily fluids. If you are certified in first aid and it is safe to do so, provide care to the person to the extent you are capable. Follow all the instructions that are given to you by public safety responders and Campus Security.

## FIRE

If the fire alarm sounds, remain calm and immediately evacuate the building by the nearest safe exit. If you observe smoke or a fire and the alarm is not sounding, leave the building immediately. If safe, while exiting activate the fire alarm at a pull station. Remain calm and dial 911, then contact Campus Security.

## POWER OUTAGE

Call Campus Security. Remain calm and move cautiously to a lighted area while assisting persons with special needs. Exits may be indicated by lighted signs if the emergency power is operating. Turn off stoves and unplug computers, appliances, and other voltage-sensitive equipment. Do NOT tamper with or reset tripped fuses or switches. Do NOT use candles during power outages.

## SUSPICIOUS PACKAGE

If you discover a suspicious package or substance, do not touch the item. Remain calm and immediately leave the area, and warn others of the possible danger. If physical contact is made with the package or substance, wash all affected areas of the body as soon as possible. Do not use a cell phone near the area. Once you can safely do so, contact Campus Security and advise them of the situation. Be sure and provide any information you can recall regarding the location of the item, size, description, etc. Follow all instructions given to you by public safety responders and Campus Security.

## **HAZMAT SPILL**

In the event there is a hazardous material spill, immediately leave the area if it is safe to do so and go to a safe area. Remain calm and dial 911 and then contact Campus Security as soon as it is safe to do so. Provide as much information as possible including identify of hazardous material involved, the location and how many people are affected. Follow all the instructions that are given to you by public safety responders and Campus Security.

## **SUSPICIOUS PERSON**

Do not physically confront the person or block the person's access to an exit. Call Campus Security; provide as much information as possible about the person and their direction of travel.

## **BUILDING EVACUATION**

Close doors behind you if possible and safe to do so. If safe, shut down any hazardous operations quickly. Do not use elevators! Go to your building's assigned meeting area (if you have one) so that an accurate account of building occupants can be made. If you can do so safely, assist any person(s) with disabilities with their evacuation. If you know of anyone who may possibly be trapped inside, notify the Fire Department and Campus Security and provide the trapped person(s) last known location. Do not return to an evacuated building unless told to do so by public safety responders or Campus Security.

## **LOCKDOWN and MODIFIED LOCKDOWN**

During an emergency, Campus Security and /or other personnel may lockdown some or all buildings on campus. In the event of a lockdown, remain calm, lock your doors, close and lock your windows and shut blinds. If you can do so safely, inform others in your area of the lockdown. If someone needs assistance and you can do so safely, help get them to the lockdown area. If you are in an area that does not lock, use all available items including desks, dressers, tables, chairs, etc. to barricade doors. Stay low on the floor away from windows and doors and under desks if possible. Turn off all lights. Turn off all devices that emit sound; silence your cell phones. If YOU or other individuals are in IMMEDIATE danger contact 911. Do not leave the area unless you are in imminent danger or you are told to do so by Campus Security, law enforcement, or other authorized personnel. The modified lockdown takes similar precautions but allows more movement within the building. Lights may remain on and normal activities *within* the building are allowed.

## **SHELTER IN PLACE**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. If you are inside, stay where you are. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene. Locate a room to shelter inside. It should be an interior room, above ground level; and without windows or with the least number of windows. Close and lock all windows and close exterior doors. Turn off air conditioners, heaters and fans. Cover or close vents as you are able. (University personnel will turn off the ventilation as quickly as safely possible). Stay inside until you are told it is safe to come out. If police or fire personnel are on the scene, follow their directions.

**For more information regarding these procedures, please contact Gonzaga University Campus Public Safety & Security at 509-313-2222.**