TABLE OF CONTENTS

Contents
SF State University Police Department .................................................................................................................................. 3
    Administrative Agreement between SF State UPD and SFPD ........................................................................................... 5
    SF State Clery Review Committee ..................................................................................................................................... 6
Campus Security Authorities .......................................................................................................................................................... 8
Reporting Emergencies and Crimes ........................................................................................................................................ 9
Emergency Notification and Timely Warnings .................................................................................................................... 12
    Timely Warning Policy ..................................................................................................................................................... 15
General Campus Safety ............................................................................................................................................................ 16
Crime Prevention .................................................................................................................................................................. 18
Campus Security and Access ................................................................................................................................................ 20
Controlled Substances and Alcohol ...................................................................................................................................... 24
Sexual Assault, Domestic and Dating Violence, and Stalking ............................................................................................. 26
Prohibited Conduct: Prevention and Training .................................................................................................................... 40
Clery Act: Statistical Data Collection ................................................................................................................................... 46
    Hate Crimes ..................................................................................................................................................................... 51
SF State Downtown Center ................................................................................................................................................... 52
SF State Romberg Tiburon Center for Environmental Studies ............................................................................................. 55
SF State Related Campus Offices and Class Locations ........................................................................................................ 57
Fire Safety Report ................................................................................................................................................................. 59
SF State University Police Department

A Message from the Chief: Welcome to San Francisco State University!

On behalf of the SF State University Police Department, I am pleased to present the 2015 Annual Security and Fire Safety Report which is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

As members of the SF State campus community, we all share the responsibility of maintaining a safe and healthy environment. Your safety while at San Francisco State University is the primary concern of the University Police Department.

The San Francisco State University Police Department operates 24 hours a day, seven days a week, year round. There are trained emergency dispatchers that answer the phones 24 hours a day and there’s always a Police Officer on duty who will respond to calls for assistance.

I hope you will read this report carefully and use the information to assist us in keeping our community safe, because safety is a shared responsibility.

If you would like additional information, please contact the University Police Department at 415-338-7200 or come by the Police Department building located on North State Drive. I also encourage you to access the University Police Department website at www.sfsu.edu/police.

Thank you for your interest,

Reginald Parson
Interim Chief of Police
Overview and Jurisdiction

SF State University prepares this report to comply with federal law, specifically The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires that all universities that participate in federal financial aid programs provide their campus communities with the Annual Safety, Security and Fire Report which contains crime statistic information and important safety policies. It also requires the University to publicly display fire safety information and statistics for on-campus student housing facilities.

Of equal importance are the safety policies and guidance contained within this report, which allows individuals to make informed decisions about their own personal safety and to enhance the safety of the community through their actions.

Enforcement Authority

The San Francisco State University campus is under the primary jurisdiction of the California State University Police Department as described in section 89560 of the California Education Code and section 830.2 (c) of the California Penal Code.

To comply with the Clery Act, crime statistics for public property adjacent to the University are requested from and provided in part by the San Francisco Police Department and the Marin County Sheriff’s Office who are the agencies whose jurisdictions incorporate the immediate campus and/or non-campus properties and facilities of San Francisco State University and the radius around these properties.

Professional Standards: Our Commitment to the Community

Clery Act crime statistics are provided as part of San Francisco State University’s commitment to safety and security of our campus and facilities, and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act.

A complete breakdown of these statistics and statistics of criminal activity for other California State Universities can be found on the website of the Department of Education, Office of Postsecondary Education at http://ope.ed.gov/security.

Campus Law Enforcement Information

Campus safety and security is coordinated by the University Police Department, located on North State Drive, near Lot 20. The department is budgeted for a force of 29 sworn officers with full arrest powers and has 38 non-sworn support employees.

Officers meet all the requirements set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.), which sets the standards for all California law enforcement officers. In addition, California State University Police Officers undergo training specially designed to meet the needs of the campus community. Our police officers are graduates of the California P.O.S.T. Academy and undergo continued training to upgrade their skills. All sworn officers have been trained in first aid and cardiopulmonary resuscitation and are authorized to enforce all regulations on the University campus and an immediate one-mile radius. In some instances, police powers extend statewide. University Police officers are armed with firearms. They conduct foot, vehicular and bicycle patrols on campus and in the Residence communities 24-hours a day.
Administrative Agreement between SF State UPD and SFPD

We enjoy a good working relationship with all neighboring police agencies. University Police officers work closely with the San Francisco Police Department (SFPD), agencies near our branch sites, and other law enforcement agencies to assist with incidents involving campus community members that may occur off campus.

The University Police Department and SFPD have mutual aid and working agreements. Each department augments the other within their jurisdictions during mutual investigations, arrests and prosecutions. The University Police Department is responsible for processing, investigating and prosecuting all crimes committed on SF State property and grounds owned, operated, controlled or administered by the California State University except the following: homicide, suicide, and those death cases deemed suspicious by the Medical Examiner of San Francisco.

The Memorandum of Understanding (MOU) between the University Police Department and SFPD promotes collaboration, and enhances the reporting, investigation and appropriate response to sexual assault and other Clery Act crimes. The primary purpose of the MOU is to promote compliance with the numerous state and federal laws that provide specific requirements related to these issues, as outlined in California Education Code Sections 67380, 67381 (the Kristin Smart Campus Safety Act of 1998) and 67383; SB 967 (de León, 2014), specified in California Education Code Section 67386; the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) and Title IX of the Higher Education Amendments of 1972 (“Title IX”), as well as the California Penal Code and applicable state laws related to health and confidentiality/privacy. By this agreement, the UPD may call upon the San Francisco Police Department to assist in the handling of major crimes, including but not limited to Part 1 violent crimes as defined in California Education Code Section 67381.

Additionally, the purpose of the MOU is to meet the statutory requirements established by AB 1433 (Gatto, 2014), specified in the California Education Code (§ 67383(a) and § 67381), requiring covered institutions to adopt and implement written policies and procedures to ensure that reports of Part 1 violent crimes, hate crimes or sexual assaults are immediately, or as soon as practicably possible, disclosed to local law enforcement.
SF State Clery Review Committee

The Clery Review Committee was established for the purpose of conducting quarterly reviews of the University’s policies and procedures to ensure compliance with the Clery Act. The Clery Review Committee will adhere to applicable guidance related to the Clery Act in accordance with the Office of Postsecondary Education (OPE) handbook and the Uniform Crime Reporting Handbook to make certain that we are including all required disclosures in Annual Security Reports (ASR).

Additionally, the Clery Review Committee will follow written procedures that clearly describe the review process used to ensure that the University is reporting crime statistics consistently and accurately in annual security reports.

The Clery Review Committee shall consist of the following officials from offices with Clery Act responsibilities, and appropriate designees as noted:

- Associate Vice President for University Property Management or designee
- Associate Vice President for Human Resources or designee
- Director of Athletics or designee
- Director of Residence Life or designee
- Director of Student Conduct
- Manager for Equity Programs & Compliance
- UPD Investigations Division Commander or designee
- UPD Records Supervisor

On a quarterly basis (every 3 months), the Clery Review Committee will conduct a meeting to review the University’s policies, procedures, and crime statistics with respect to Clery Act compliance in order to confirm that such policies, procedures, and statistics are accurate, comprehensive and effective. The Equity Programs Compliance Manager or the Commanding Officer of the Investigations Division or designee, shall serve as the Clery Review Team Leader. The Clery Review Team Leader shall be responsible for preparing and setting the agenda for the quarterly meeting and requisite Legal Update as described below.

Following the annual Kick-off meeting and Legal Update, the members of the Review Committee will conduct a separate review of each Clery Act compliance policy and procedure to determine whether it is current, comprehensive, effective, and consistent with Clery Act requirements. Assigned Review Committee members will design and draft any new policies or procedures that may be called for due to changes in law or the outcome of any Clery Act investigations of findings during the preceding year and shall revise and update the existing policies and procedures as may be necessary. This internal update of policies and procedures shall include, but is not limited to, the following:

- Clery Act Geography/Campus Mapping
- Gathering, Reporting, and validating Clery Crime Statistics
- Identifying Campus Security Authorities (CSAs)
- Obtaining Statistics from Local Law Enforcement
- Maintaining the Daily Crime and Fire Logs
- Emergency Response and Evacuation Procedures
- Timely Warning Policy and Procedures
- ASR Distribution Policy and Procedures
- ASR Policy Statements
• Web-based Data Submission to Education Department
• Missing Student Notification Policy and Procedures
• Fire Safety Statistics
• Training Campus Security Authorities (CSAs)
• Drug Free Schools and Communities Act
• Notice of ASR and Access to ASR

It is of the utmost importance to the SF State that the ASR is published timely, that it is consistent with all Clery Act requirements, and that it contains all Clery Act required policy and procedure statements. To ensure complete compliance with the Clery Act, the Review Committee, in conjunction with the office of University Counsel, will finalize any updates, changes, or revisions to Clery Act policy and procedures in sufficient time to ensure inclusion in the ASR. The Review Committee shall submit all approved Clery Act policy and procedures for each calendar year to the Equity Programs & Compliance Manager and the UPD, in order to ensure inclusion in the ASR. The Equity Programs & Compliance Manager and UPD, shall be responsible for confirming and ensuring that all approved, required and necessary Clery Act policy and procedure statements are included and submitted for publication in the ASR.
**Campus Security Authorities**

Although SF State encourages the reporting of campus criminal activity directly to the University Police Department, in some instances members of the campus community may notify one of the other campus security authorities about a crime. Crime statistics are gathered from SF State’s campus security authorities and are included in our annual security report.

A Campus Security Authority (CSA) is defined as “An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial procedures.” Individuals may be designated as CSAs if their official job responsibilities involve significant interaction with student and/or campus activities; serve as formal or unofficial mentors to students, serve as a member in an office or of a committee to whom students are instructed or informed to report or discuss crimes, allegations of crimes and other troubling situations; or have oversight for disciplinary procedures.

At SF State, in addition to University police officers, campus security authorities include: Housing & Residential Life Professional Staff, Resident & Community Assistants, Student Health Staff, Athletic Coaches, Trainers and staff members, Office of Student Affairs & Enrollment Management staff, Faculty Student Organization Advisors, the Dean of Students staff, the Director of Student Involvement, and Title IX staff. For contact information regarding personnel in these various positions, visit SF State’s A to Z Directory at [http://www.sfsu.edu/atoz/](http://www.sfsu.edu/atoz/).

SF State provides a CSA Incident Reporting form to assist CSA’s in fulfilling their CSA-related reporting duties on an ongoing basis and in a timely manner. CSA’s may obtain the CSA Incident Reporting form at [http://www.sfsu.edu/~upd/downloads/SFStateCSAIncidentReportingForm.pdf](http://www.sfsu.edu/~upd/downloads/SFStateCSAIncidentReportingForm.pdf). They may also access the SF State CSA Incident Report form on the University Police Department and SF State Title IX websites.

For additional reference, community members can obtain the SF State CSA brochure at [http://www.sfsu.edu/~upd/downloads/SFSUCSABrochure.pdf](http://www.sfsu.edu/~upd/downloads/SFSUCSABrochure.pdf). The CSA brochure is also available on the UPD and SF State Title IX websites.
Reporting Emergencies and Crimes

Reporting Criminal Incidents and Emergencies to the University Police Department

Community members, students, faculty, staff and guests are encouraged to promptly and accurately report (or as soon they are available) all potential criminal incidents and any emergency, including medical emergencies to the University Police Department or the appropriate law enforcement agency, when these victims of such crime elect or are unable to make such a report. Upon receipt of the call, the University Police officers are dispatched immediately to the site of the incident to take the necessary action.

The University Police Department participates in student programs and new student orientations and events on an ongoing basis throughout the year where information on campus safety and how to promptly contact the UPD or local law enforcement agencies is provided. Additionally, we encourage prompt reporting anywhere on campus you feel comfortable such as the Division of Student Affairs & Enrollment Management staff or any campus administrator.

To Report a Crime to the San Francisco Police Department:

- **9-1-1** to report Life Threatening Emergencies or Crimes in-progress (within San Francisco)
- **415-553-8090** to reach SFPD Dispatch directly
- **415-553-0123** non-emergency situations
- **Text-A-Tip** Procedure: Enter either TIP411 or 847411 in the "To" field and the keyword SFPD in the text field, followed by the message. (Complete instructions that follow.)
- SFPD.Taraval.Station@sfgov.org (SFPD Taraval Station email- District location for SF State)
- **415-242-9753** (Anonymous Crime Tip line for SFPD Taraval Station)

Any suspicious activity or person seen in campus parking lots, loitering around vehicles, inside buildings or around the Residence Halls and campus property should be promptly reported to the police department. In addition, you may report a crime to the following areas:

<table>
<thead>
<tr>
<th>V.P. for Student Affairs &amp; Enroll. Mgmt. Title IX Coordinator</th>
<th>415-338-2032, Student Services, Room 403</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Associate Vice President &amp; Dean of Students</td>
<td>415-338-2032, Student Services, Room 403</td>
</tr>
</tbody>
</table>
Equity Programs & Compliance Manager                  415-338-2032, Student Services, Room 403  
Director of Faculty & Staff Labor Relations            415-405-3872, Admin, Room 252  
Assistant Dean of Students & Director of Student Conduct 415-338-2032, Student Services, Room 403  
Associate Dean, Director of Residential Life          415-338-2722, Mary Ward Hall  
Director, Counseling & Psychological Services Center   415-338-2208, Student Services, Room 208  

**Police Activity Daily Crime Log**

The University Police Department maintains a daily activity crime log of all crimes reported to the department. The log is available for viewing on our website at [http://www.sfsu.edu/~upd/crimelog/index.html](http://www.sfsu.edu/~upd/crimelog/index.html). The log covers the past 60 days. Incidents are posted to the Log within 48 hours of occurrence. If a case disposition changes, it will be reflected in the log within 48 hours. If an arrest is made, the arrest information will be posted directly below the corresponding incident. Arrest information older than the 60 day log period is considered criminal history and is not available for public viewing.

**Reporting Sex Offenses to University or Local Police**

If a victim makes a report of a sex offense as enumerated in California Government Code § 6254(f)(2) to local or University Police, the police are required to notify the victim that their name will become a matter of public record unless confidentiality is requested. If a victim requests that their identity be kept confidential, their name will not become a matter of public record and the police will not report the victim’s identity to anyone else at the University, including the Title IX Coordinator & Discrimination, Harassment, and Retaliation (DHR) Administrator. University Police will, however, report the facts of the incident itself to the Title IX Coordinator & DHR Administrator being sure not to reveal the victim’s name/identity, or compromise their own criminal/police investigation. The victim’s identity may not be disclosed to local law enforcement unless the victim consents after being informed of their right to have identifying information withheld. If a victim does not consent, the alleged assailant’s identity may also not be disclosed to local law enforcement.

Victims have rights under Title IX, VAWA/Campus SaVE Act and related legislation, and any available resources, such as counseling, health, and mental health services, as well as the right to file a complaint with University and/or local law enforcement. Regardless of whether victims wish to remain confidential, victims receive information on how to report to law enforcement and to the Title IX Coordinator & DHR Administrator. The Title IX Coordinator & DHR Administrator provides interim remedies, if requested and available, regardless of whether the victim chooses to report the conduct to University police or local law enforcement.
Confidential & Anonymous Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still consider making a confidential or anonymous report. Victims or witnesses who wish to report crimes on a voluntary, anonymous basis for inclusion in the annual disclosure of crime statistics may do so by calling our Anonymous Tip Line at 415-338-3030, by calling our Investigations Division at 415-338-3006, or by sending an email to the general UPD email address upd@sfsu.edu.

The purpose of confidential reporting is to comply with a person’s desire to keep the matter confidential, while taking steps to ensure for future safety. The purpose of anonymous reporting is to comply with a person’s desire to maintain their anonymity, while taking steps to ensure for the safety of the campus community. With such information, the University can keep an accurate record of the number of incidents involving community members, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of potential threats. It is our goal to provide assistance wherever the report is made to make sure we include the crime in our annual security report.

SF State directs students to the S.A.F.E. Place which is the campus resource center for sexual violence prevention and crisis intervention. The S.A.F.E. Place advocate will accept confidential reports of sexual violence and other Clery Act related crimes and will alert University Police Department to any potential threats to the campus community.
Emergency Notification and Timely Warnings

Emergency Response and Evacuation Procedures

The SF State University Police Department collaborates with SF State Office of Emergency Preparedness to implement and maintain a campus-wide emergency management program that is activated when a hazardous condition or natural disaster reaches or has the potential for reaching proportions beyond the capacity of routine operations.

To disseminate immediate and accurate emergency information to the campus community, a multi-layered communications strategy is in place. A central component is the SF State Emergency Notification System, which is a communications tool designed to rapidly disseminate emergency information and instructions, in the event of an emergency that threatens the lives and/or property of the campus community. This fully hosted, web-based system can disperse messages to phones, voicemail, e-mails, and via text messaging and TTY.

Notification systems have become part and parcel of emergency preparedness strategies on college campuses across the country, in the wake of tragic incidents. While this notification system is an important part of the emergency preparedness plan for SF State, we encourage all students, faculty and staff members to actively participate in preparedness training and information available through the Office of Emergency Preparedness and the University Police Department. Additional information from the Office of Emergency Preparedness can be found at http://www.sfsu.edu/~upd/emergency/index.html.

Students, faculty and staff who wish to add or update their contact information to ensure that they receive emergency alerts as quickly as possible can follow the listed procedures:

- Faculty and staff members must log into gateway.sfsu.edu and select “Profile” in the upper right, then in the “Emergency Contact Information” section, select “View/Update Emergency Contact Information in HR.”
- Students must log into gateway.sfsu.edu and select “Profile” in the upper right, then in the “Student Profile” section click on “Update Contact Information.”

This fully hosted, web-based system can disperse messages to phones, voicemail, e-mails, and via text messaging and TTY. Once emergency information has been verified through the University’s Police Dispatch center, any one of four trained system operators will initiate the mass notification system. The four system operators and Emergency Communications Team members include the campus Emergency Preparedness Coordinator (EPC), the Vice President of Student Affairs & Enrollment Management, the Associate Vice President of Information Technology Services (ITS), and the Associate Vice President of University Communications.

Pre-scripted and live messages designed for multiple hazards will be sent to the campus community. The content of each message may be posted on the campus web site, the University’s 24 hour emergency hotline and may be broadcast on campus through the outdoor emergency alert sirens.
Individuals Authorized to Initiate and Send Campus-wide Emergency Notifications

Life safety or emergency notifications are initiated immediately without delay by the UPD Chief, the Emergency Operations Center (EOC) Director, or their designees. The above responsible parties may choose not to issue a notification, if doing so may compromise efforts to assist victims or contain, respond to, or otherwise mitigate an emergency. All other notifications’ content and delivery initiation are determined by EOC activation and Level of Activation.

The University Police Department and the EOC Director determine the segments of the community to be notified and take into consideration the event, location of the event, priority of notification, and campus population at risk. Notification Content is determined by the University Police Department Chief or the EOC Director and is confirmed assessing criteria such as; the event type, priority of event, and uniqueness of the event. Initiation of the notification and content is also based on the type of event and the experience of the authorized individual who initiates the notification process. Updates will be provided until the emergency is mitigated.

When the EOC is activated, a separate message will be sent over the mass notification system and by phone tree to the campus emergency management team to report to the EOC by one of the four system operators and Emergency Communications Team members. The Associate Vice President of University Communications can also manage the dissemination of emergency information to the larger community through web-based social media, a variety of media outlets and a well-developed network of community contacts.

All on campus emergency notification and alert systems are coordinated by the EPC to ensure a state of readiness. The four system operators take turns monthly sending test messages to each other to test the system and keep their operating skills sharp. The EPC conducts an annual review of operating policies and procedures for each system and a campus-wide system test is conducted at least once during the spring and fall semesters. The “All Campus” test will be conducted once each semester, to ensure that new students, faculty and staff will have the opportunity to become familiar with the process and fully participate. An e-mail notice will be sent several days in advance of each test, to allow people to update their contact information and to avoid any undue alarm.

Information Technology Services and Human Resources are collaborators in maintaining the campus mass notification system and the San Francisco Department of Emergency Management and the San Francisco Department of Electricity are partners in the maintenance and testing of the Outdoor Alert System.
Evacuation Procedures

Upon activation of the fire alarm system or upon receiving an emergency notification with directions to evacuate a location, all persons shall immediately evacuate the campus buildings by proceeding towards the nearest exit and follow any directions provided by “safety coordinators”. While evacuating, remain vigilant for dangerous or criminal activity, and report such observations to the police, as soon as possible. Familiarize yourself with the evacuation procedures for any building; also locate the nearest exit, fire extinguishers and other safety related equipment.

As part of the University’s Multi-Hazard response plan, there are “safety coordinators” on each floor of every building on campus. There is one “building coordinator” for each building and their information can be located at: http://sfstatefacilities.sfsu.edu/content/sf-state-building-coordinators. For additional information on the SF State Multi-hazard, you can view it at http://www.sfsu.edu/~upd/emergency/pdf/SFState_MultiHazard_Plan.pdf.

Pursuant to procedures established by the CSU Emergency Management Program (see Executive Order 1056), Evacuation drills are completed annually, during the month of October, Emergency Preparedness Month.

In the Residence Halls, Residential Assistants and other Residential Life staff assist the University Police Department, office of Environmental Health & Safety and San Francisco Fire Department in evacuating buildings during the drills. The office of Environmental Health & Safety assesses and evaluates evacuation procedures for each evacuation drill. Tests of emergency response and evacuation procedures may be announced or unannounced.

At the completion of each exercise or simulated emergency incident, full documentation of test results and lessons learned shall be documented in the form of a Corrective Action Plan or After Action Report, reviewed with the emergency management team, and maintained by the EPC. The After Action Report will also include a description of the emergency response and evacuation exercise, the date, time, and whether it was announced or unannounced. Activation of the EOC in response to an actual emergency or disaster will count as “training” provided such emergency is appropriately documented and discussed with the Emergency Management Team.
**Timely Warning Policy**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of the University Police and the Vice President for Student Affairs & Enrollment Management & Title IX Coordinator & DHR Administrator, constitutes an ongoing or imminent threat to community safety and welfare, a campus wide “timely warning” notice will be issued.

The University Police Department will conduct an assessment on a case-by-case basis of Clery reportable crimes to consider if there’s an imminent threat to the safety and welfare of the campus community. In all situations that could pose an immediate threat to the community and individuals, the University Police Department will prepare a Timely Warning notice to be distributed via email by the Vice President for Student Affairs & Enrollment Management & Title IX Coordinator to all SF State students, faculty and staff. The Vice President or designee will utilize the Blackboard Connect interface to send the message providing the university community with immediate notification.

A copy of the Timely Warning will also be posted on the University Police web site at: http://www.sfsu.edu/~upd/.

Anyone with information warranting a timely warning should report the circumstances to the University Police Department by phone (415-338-2222), email upd@sfsu.edu, or in person at the dispatch center with the University Police Department on North State Drive (the north west side of campus).
General Campus Safety

SF State strives to create and maintain an environment for learning that promotes respect for and appreciation of scholarship, freedom, human diversity and the cultural mosaic of the City of San Francisco and the Bay Area; promote excellence in instruction and intellectual accomplishment and; provide broadly accessible higher education to the region and state, as well as the nation and the world.

The University Police Department participates in delivering the University mission and strives to create a safe environment conducive to academic excellence. Even though the University Police Department works closely with neighboring Police agencies and employs security measures to reduce and prevent crime, we believe security is everyone’s responsibility and we need your assistance.

SF State is a community of more than 30,000 faculty, staff and students located in the City and County of San Francisco. In addition to the main campus, SF State maintains a downtown teaching center and remote research facilities located in Tiburon and Sattley, California. While we do not employ University Police Officers at these locations, we maintain a collaborative and reporting relationship with the law enforcement agencies at these sites and will coordinate with the local law enforcement agency if a security issue arises.

On the main campus, to minimize the number of criminal incidents, a competent Residence Life staff, professionally trained University Police Officers, students, and members of the wider campus community participate in a number of shared responsibilities to insure that the campus community and their possessions are protected as much as possible.

Policies & Procedures Concerning Security, Access and Maintenance of Campus Facilities

All buildings except the library will be secured by the University Police Department by 11:00 P.M. on weekdays and 5:30 P.M. on weekends per University Executive Order #94-17. We recognize that there will be some need for after hour and weekend access to buildings. After hours, a faculty or staff I.D. is required. Anyone working late or on weekends should notify the University Police Department. Students working in the building after hours are required to have in their possession a student pass (authorized by college deans) along with photo identification. Holiday access is treated as weekend access.

Access to University Housing facilities is limited to residents, escorted guests and University staff. Entry is monitored on 24-hour basis through a combination of card-key security systems, hard keys, door prop alarms and on-duty Residential Life personnel. The campus facilities are maintained by Plant Operation and patrolled by the officers of the University Police Department. The Police Officers and Community Service Officers regularly test the emergency phones and submit work orders for repair, recommend the trimming of shrubbery for safety reasons and conduct periodic lighting surveys. Officers report the need for replacement of lights and any other physical hazards they notice. Periodic crime prevention surveys are conducted when a crime trend occurs or upon physical changes of office space and equipment when
requested by an administrator. The majority of campus buildings are equipped with card key access that is controlled by an access administrator. Many offices, labs, computer rooms and areas of campus have security alarms.

Lighting improvements are constantly being evaluated. Improvements have included the placement of high intensity sodium vapor lights in buildings, in parking lot areas, in areas with heavy landscaping and trees, and along pathways frequently traveled by students. Outdoor courtesy telephones are located at the entrances of all University Housing facilities and at many locations throughout the campus. All emergency telephones are connected directly to the University Police Department.

**Firearms and Dangerous Weapons**

Firearms and other dangerous weapons of any kind are not permitted on campus or in the residential community (California Penal Code, Section 626.9, Section 626.10 and Section 12025). Faculty, students, employees and visitors are strictly prohibited by State law from intentional use, possession, or sale of firearms or any other dangerous weapon or explosives, or any item presented to be construed as such, on campus or any property owned by the University or under the University’s control.

This prohibition applies to any individual regardless of whether a federal or state license has been issued, other than sworn law enforcement officers engaged in official duties.

**Convicted Sexual Offender Registration Laws**

Effective October 28, 2002, California Penal Code section 290.1 was expanded and requires sexual offenders to register with the University Police Department. Convicted sexual offenders are required to register under California Penal Code section 290.1 if they are residing on the University Campus, enrolled as a student of the University, employed by the University (either full-time or part-time; paid employees or volunteers), or working or carrying on a vocation at the University (i.e., contractors) for more than 14 days or for an aggregate period exceeding 30 days in a calendar year (either full-time or part-time; paid employees or volunteers). Persons previously listed above must register with the University Police within five working days of commencing enrollment or employment with the University. Registrants are also required to notify the University Police within five working days of ceasing to be enrolled or employed or ceasing to carry on a vocation at the University. Note that AB 1313 amended California Penal Code section 290.01(d)(1) to allow sex offender registration information to be released to members of the campus community by University Police.

**Megan’s Law**

Public information regarding sex offenders in California may be obtained by viewing the Department of Justice Online Megan’s Law Website at meganslaw.ca.gov. Megan’s Law does not make information public about sex offender registration specific to a college or university. You can also obtain information by contacting the Sexual Offender Unit of the San Francisco Police Department at 850 Bryant Street, San Francisco or by calling 415-553-9203.

In the City of Oakland, you may view the Megan’s Law CD-ROM at the Oakland Police Department, 455 7th Street, Room 313, Oakland or by calling 510-238-2191. In Marin County, the Megan’s Law CD-ROM may be viewed at the Marin County Sheriff’s Office, 3501 Civic Center Drive, #145, San Rafael. In Sierra County, the Megan’s Law CD-ROM may be viewed at the Loyalton Offices of the Sierra County Sheriff’s Department. Please call 530-289-3700 for an appointment.
Crime Prevention

Crime Prevention Unit

The University Police Department is committed to contributing to the welfare of the campus community. The University Police Department supports this commitment through programs designed to anticipate, recognize, and appraise crime risks, and that initiate action to reduce those risks. These programs attempt to promote community involvement and support of activities that address community perceptions and misperceptions of crime.

Crime Prevention Function Initiatives:

1. The department’s crime prevention function is a shared responsibility of all employees, but specific duties are assigned to the Commanding Officer of Investigations/Crime Prevention and the Investigations unit personnel.
2. The department’s crime prevention function provides for the following:
   a. Targeting crime prevention programs based on the type of crimes that are occurring and location of those crimes as the result of an analysis of crime data by Department Investigators or other department employees;
   b. Targeting crime prevention programs to address community perceptions or misperceptions of crime; and

The Commanding Officer of Investigations or his/her designee will prepare a comprehensive written evaluation of the agency’s crime prevention programs, at least once every four years.

Crime prevention activities shall include safety presentations to:

1. University departments and office areas;
2. Campus Housing;
3. Fraternities and Sororities;
4. Campus clubs and organizations; and
5. Other interested groups.
6. New student and employee orientations.

Community education presentations will include sexual assault and acquaintance rape prevention, alcohol and drug abuse, bicycle safety, general campus safety and security, workplace violence, home, campus housing and office security, personal safety, rape/aggression/defense training and theft prevention. The Crime Prevention unit will maintain a Community Engagement log in the Investigations Office to document all programs presented to the campus community.

Additionally, members of the University Police Department are available at any time to provide presentations to staff, faculty and students on topics such as: Personal Safety, Sexual Assault Prevention, Prevention of Auto Theft and Auto Burglary, Dealing with Distressed Individuals, Emergency Preparedness, Safety Presentations for Children and Parents, Laptop Safety, Fraud Prevention, Public Transportation Safety, Senior Citizen Safety and many other topics related to protecting personal and state property.
We do encourage participation in our crime prevention programs and ask for your assistance in keeping our community safe. If you would like to schedule a Crime Prevention Presentation, please call our Crime Prevention Coordinator at 415-338-2226. Crime Prevention Brochures are available on our website at: [http://www.sfsu.edu/~upd](http://www.sfsu.edu/~upd).

When time is of the essence, information is released to the university community through security alerts/bulletins posted prominently throughout campus or placed on university websites. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. **If you see something suspicious or out-of-the-ordinary, say something by contacting the police.**

**New Student Programs**

Orientation is an important aspect in helping new SF State students prepare for college success. New Student Programs will offer guidance and resources that can help students get started at SF State. Orientation is a collaborative effort consisting of academic counselors, student leaders, and many student service staff members and partner departments.

The University Police Department is involved in the orientation of new students and their parents. Orientation programs stress safety measures and general crime prevention strategies. Additionally, police personnel are often invited to speak in courses to provide an overview of the University Police Department, the services provided, current crime issues, and crime prevention strategies. The following link will take you to the New Student Programs website for more detailed information, [http://newstudentprograms.sfsu.edu/home](http://newstudentprograms.sfsu.edu/home).

**Campus Alliance for A Risk-Free Environment (C.A.R.E.)**

The University Police Department provides an escort program called C.A.R.E. The C.A.R.E. team members provide personal escorts and additional building security during evening and nighttime hours. Team members are available to escort students, faculty and staff to and from their classroom, laboratory or office, automobile, campus housing or any other location within a reasonable distance to campus. The C.A.R.E. program is a student security program which supplements the police department. Call x87200 or 415-338-7200 for an escort or visit the website at [http://www.sfsu.edu/~upd/html/care.html](http://www.sfsu.edu/~upd/html/care.html) for more information.

**Lost and Found**

The University Police Department is the central repository of all found property. The Lost and Found office can be reached at 415-338-2306 and the link to the website is [http://www.sfsu.edu/~upd/html/lost-and-found.html](http://www.sfsu.edu/~upd/html/lost-and-found.html).
Campus Security and Access

Safety and Security in the Residential Community Access and Maintenance

Core Campus

SF State offers two traditional residence halls and has two multi-story complexes, which provides on-campus housing for approximately 2500 students. All buildings are owned and managed by San Francisco State University. Security safeguards within the residence community include restricted access, video surveillance and external door prop alarm systems. Crime prevention programs include orientation workshops, individual floor meetings, residential community-wide presentations and educational programs.

Professional Residential Life Area Coordinators and student Resident and Community Assistants, who are all members of the University Housing staff, live on campus and provide 24-hour staff coverage. Student room doors should be locked at all times even when occupied. Residents with automobiles may park them in Lot 25 after purchasing a semester or daily permit. Most importantly, residents are reminded to observe building security procedures and to notify Residential Life staff or the University Police Department of any unfamiliar faces or unusual incidents within either the residence halls or apartments. In 2004, Residential Life implemented an in-house Residential Life Conduct process for alcohol and drug violations. In 2007, an online program called Alcohol EDU was also implemented by the CEASE Program for all new SF State students.

All Residential Life staff members in the residence community undergo comprehensive training each semester for both prevention and response regarding safety/security issues. As part of their responsibility for campus security, both student and professional staff participate in lectures and seminars, including first aid and CPR training, issues with substance abuse, education and prevention of sexual assault, and general community security.

Mary Ward and Mary Park Halls

The Residence Halls are primarily reserved for incoming freshmen. University Housing offers a wide variety of programs. Most rooms are double occupancy and when requested, ADA accessible single rooms are available. The rooms are furnished with a bed, closet space, desk, chair and drawers for each resident. Each room has a cable TV outlet providing basic cable programming, power outlets, phone jacks with one phone instrument and 10baseT Ethernet jacks. Residents are allowed to bring or rent a small refrigerator and/or microwave to use in their rooms. Each resident in the Residence Halls is required to purchase a meal plan with; 10, 15 or 19 meals a week.

Towers at Centennial Square

The “Towers” is a 15 story apartment building which houses first year students enrolled in Residential Learning Communities. The apartments are fully furnished, one or two bedroom, double occupancy, units with a kitchenette, living room and bathroom. Each bedroom has a cable TV outlet providing basic cable, power outlets, phone jacks with one phone instrument and 10baseT Ethernet jacks for both residents. There is card access to the exterior doors and 24 hour front desk employees.
The building has a staff of student Resident Assistants and a full time professional Residential Life Area Coordinator. Resident or Community Assistants are available to provide help in anything from roommate conflicts to directions on how to get to the nearest supermarket. RA’s work closely with their residents to make sure the residents are academically and socially successful.

Exterior doors are monitored with prop alarms, key and card access. There are two to three Resident Assistants on duty each evening Sunday through Thursday night and 24 hours starting Friday at 5pm to Monday mornings. Staff members provide evening rounds and enforce University and Housing policy. There is one professional staff member on call every night.

**The Village at Centennial Square**

The Village at Centennial Square provides housing for 760 single freshmen and sophomore students at San Francisco State University. In addition, the Village community includes 12,000 square feet of retail space for restaurants and shops, as well as the Student Services Building and the Student One Stop Office. The Village name reflects a philosophy of easy student access to services with its design approach of a low-rise profile, linked courtyard, canopied walking areas and numerous community activity and study areas.

The Village offers single and double occupancy rooms in its three bedroom apartments and double occupancy rooms in the two bedroom apartments. Spaces are filled on a first come, first served basis. Residents are first and second year students and must be enrolled at San Francisco State University, carrying a minimum of 12 semester units. All apartments are fully furnished and have cable TV outlets providing basic cable, power outlets, phone jacks with one phone instrument and 10baseT Ethernet jacks. Each apartment has a full kitchen with stove, refrigerator, dishwasher, microwave and garbage disposal. ADA accessible units are available throughout the complex.

Entrances to the Village are protected by a card access system that enables only residents or authorized personnel to open the doors.

The Village has a Residential Life staff consisting of a full-time professional live-in Area Coordinator, two assistant Area Coordinators and sixteen Residential Assistants.

**University Park South (Blocks 1, 2, 5, 6, 41 and 42)**

University Park South (UPS) is comprised of 262 multi-family homes on the campus of San Francisco State University. The properties provide housing opportunities to students, faculty and staff of San Francisco State University as well as residents not affiliated with the University. The units vary in size (one, two and three bedroom units) and are constructed as low-rise profile with linked courtyards, covered parking areas and common laundry rooms.

Block 41 offers 16 unfurnished, three bedrooms, two and one half bath town homes offered exclusively to faculty and staff of San Francisco State University. Spaces are filled on a first come, first served basis.

Blocks 42, 1, 2, 5 and 6 offer 246 apartment homes open to faculty, staff and students. Spaces are filled on a first come, first served basis.
All apartments at UPS are fully equipped and include power outlets, phone jacks and internet options. Each apartment has a full kitchen with stove and refrigerator. Some apartment homes have dishwashers and garbage disposals.

Entrances to the Block 41 residences are accessible via Vidal Street; a public road maintained by the City of San Francisco.

Entrances to the Block 42 residences are accessible via Font Boulevard, Pinto Avenue and Arballo Drive; public roads maintained by the City of San Francisco.

Entrances to the Block 41 residences are accessible via Tapia Drive and Font Boulevard; public roads maintained by the City of San Francisco.

Entrances to the Block 1 residences are accessible via Tapia Drive and Font Boulevard; public roads maintained by the City of San Francisco.

Entrances to the Block 2 residences are accessible via Holloway Avenue, Font Boulevard, Arellano Avenue and Serrano Drive; public roads maintained by the City of San Francisco.

Entrances to the Block 5 residences are accessible via Arellano Drive, Serrano Drive and Holloway Avenue; public roads maintained by the City of San Francisco.

Entrances to the Block 6 residences are accessible via Holloway Avenue, Varela Avenue, Serrano Drive and Cardenas Avenue; public roads maintained by the City of San Francisco.

University Park South is owned by San Francisco State University and managed by San Francisco State University’s Housing.

**University Park North**

University Park North (UPN) provides 697 unfurnished apartments to students, faculty and staff of San Francisco State University in addition to residents of the area. The complex provides easy access to the Main Campus with a design of both low-rise and tower accommodations.

University Park North offers one, two and three bedroom apartments with linked common areas and are filled on a first come, first served basis. Priority is given first to faculty and staff, next to students and finally to residents of the area.

All apartments are unfurnished and include basic cable programming, power outlets, phone jack and accessible high speed internet options. Each apartment has a full kitchen with stove, refrigerator, dishwasher, microwave and garbage disposal.

Entrances to the University Park North towers are protected by a key system that enables only residents or authorized personnel to open doors and have access to the building. Garden apartments have general entrances with private homes secured by individual front doors.

University Park North is owned by SF State and managed by SF State Housing.
Missing Student Policy: Residential Life at San Francisco State University

It is the policy of Residential Life at SF State to investigate any report of a missing student living in one of the University’s residence halls or apartments. All students residing in a campus residence hall or apartment are requested to complete and Emergency Contact form upon completing their License Agreement. The License Agreement is collected in advance of the student checking in to University residences. The student is asked to identify the name and contact number of the individual(s) who is to be contacted in the event of an emergency. This contact information is confidential and may not be disclosed, except to authorized campus officials and law enforcement personnel in furtherance of a missing person investigation.

SF State understands that students may make individual arrangements to stay outside of the University residences. As such, the location of students in the halls and apartments is not monitored by Residential Assistants or other University staff. However, if there is a reason to believe a student is missing, all reasonable efforts will be made by Residential Life staff to locate the student to determine his/her state of health and well-being. These efforts include, but are not limited to, checking the student’s room, speaking with friends and/or roommates, checking ID and meal access and calling the student’s cell phone number. If at any point in the process of trying to locate the student a Residential Life staff member determines there is a credible threat to the well-being of the student reported as missing, the University Police Department will be contacted immediately.

If known contacts do not confirm the student’s whereabouts and there does not appear to be a probable threat to the well-being of the student reported missing, Residential Life staff will notify the Associate Dean- Director of Residential Life and write an Incident Report detailing the efforts to locate the student reported as missing. The Associate Dean- Director of Residential Life will contact the Interim Associate Vice President & Dean of Students reporting all obtained information. The Dean of Students will in turn notify the Vice President for Student Affairs & Enrollment Management.

When a residential student has been missing for 24 hours, students, employees or other individuals not affiliated with the University should make a report to Residential Life, the Office of the Vice President for Student Affairs & Enrollment Management or the University Police Department. If upon investigation by the University Police Department the student is determined missing, staff from the University Police Department and/or Student Affairs & Enrollment Management will contact the resident’s designated Emergency Contact within 24 hours. For any non-emancipated student under the age of 18, San Francisco State University will notify a custodial parent or guardian, in addition to any other individual designated on the Emergency Contact form, with 24 hours of the University Police Department determining that they are missing. University Police will continue to investigate, utilizing established procedures in collaboration with staff from Residential Life, other campus offices and local law enforcement agencies. University Police will make contact with the student’s parents or legal guardian when an Emergency Contact form cannot be located or has not been provided.

The Missing Student Policy is available on the Dean of Students website, and can be accessed directly here: http://dos.sfsu.edu/sites/sites.sfsu.edu.dos/files/files/Missing%20Student%20Policy_SF%20State%20Residential%20Life.pdf
Controlled Substances and Alcohol

SF State complies with the Drug Free Workplace Act of 1990 and the Higher Education Action Section 120a. University Police Officers enforce laws regulating the use of alcoholic beverages and underage drinking.

SF State is committed to a safe and healthy environment for the campus community. The use of alcohol and other drugs should not interfere with the university’s educational mission. The university expects every student, faculty member, staff member, and administrator to be aware of and comply with all local, state, and federal laws regarding the unlawful possession, distribution, or use of illegal drugs and alcohol.

It is SF State policy that the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs on the university campus, or at any university-sponsored event off campus, is prohibited. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner which impairs performance of assigned tasks. A more complete description of these regulations is contained in University Directive #89-12 (The Alcohol and Drug Policy) http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/assets/UED/ued89_12_0.pdf and University Directive #90-15 (Policy on Substance Abuse in the Workplace) http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/assets/UED/ued90_15_0.pdf which are linked to the Human Resources Office, the Office of Faculty Affairs, the Office of the Dean of Students.

The Office of the Vice President for Student Affairs & Enrollment Management through Counseling & Psychological Services Program also provides the CEASE (Creating Empowerment through Alcohol and Substance Abuse Education) program and the newly formed Health Promotion & Wellness Department.

Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as unwanted pregnancy, violent behavior, HIV infection, other sexually transmitted diseases, and psychological depression.

The use of alcoholic beverages must be in compliance with California State Law and is strictly limited to persons 21 years of age and older. The possession, transportation and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Alcoholic beverages may not be consumed in public areas and must be concealed and not in plain view when transported in the Residence Community. Residents in the Residence Community under the age of 21 years of age are not permitted to host guests or residents of any age who are in possession of alcohol in their room/apartment.

The University Police Department strictly enforces Federal and State laws, as well as the University’s zero-tolerance policy, for the use and sale of illegal drugs. Violators are subject to discipline through the Student Conduct process, criminal prosecution and removal from University housing. Students engaging in the sale of illegal drugs may be expelled. Students found in violation of University alcohol, drug and weapons policies may be subject to academic probation, suspension or expulsion. Parents or guardians may be notified about any disciplinary violation involving alcohol or a controlled substance which has been committed by a student who is under the age of 21.

Employees in violation of the University alcohol and drug policies may be subject to corrective action or dismissal or be required to participate fully in an approved counseling or rehabilitation program. Applicable legal sanctions under local, State and Federal laws for the unlawful possession or distribution of illicit drugs and alcohol range from probation,
diversion, imprisonment in the county jail for less than one year to imprisonment in State Prison. A Police Officer can take the license from any driver suspected of driving under the influence of alcohol and drugs.

Programs

*Health Promotion & Wellness*

The Health Promotion & Wellness Department provides health education on topics related to alcohol and other drugs. The Health Promotion and Wellness Department conducts workshops, seminars, and provides training to volunteers who work with other students, faculty, and staff to assist in creating a campus environment that reinforces healthy lifestyles. Information on both programs can be found at [http://cease.sfsu.edu/](http://cease.sfsu.edu/).

*Creating Empowerment through Alcohol and Substance Abuse Education (CEASE)*

The CEASE Program is a campus-wide alcohol and other drug prevention education program created to educate students about alcohol and other drugs to provide support services for all students grappling with substance related problems through assessment, counseling and referrals. The CEASE Program sponsors workshops and seminars, participates in on-campus information fairs and provides training to volunteers who work with other students, faculty and staff to assist in creating a campus environment that reinforces healthy lifestyles. Statistics show that alcohol is the number one date rape drug and that close to all reported incidents of sexual assaults reported on campuses have involved the use of alcohol by either or both the perpetrator and the victim. There continues to be societal acceptance that having sex with someone who is drunk is acceptable. CEASE provides prevention programs that work to challenge this notion and educate students to know that their ability to give and receive consent is compromised, when too much alcohol is involved. CEASE is located in the Student Services Building, Room 205 and can be reached at 415-338-7339 or [http://cease.sfsu.edu/](http://cease.sfsu.edu/).

The CEASE Program, located in room 205 of the Student Services building (415-338-2208), provides culturally sensitive information and support services for students grappling with substance related problems through assessment, counseling and referrals. Services are free and confidential.
Sexual Assault, Domestic and Dating Violence, and Stalking

SF State does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking.

SF State Policies Reference Guide

Executive Order 1095
System-wide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy

Executive Order 1096
System-wide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and System-wide Procedure for Addressing Such Complaints by Employees and Third Parties

Executive Order 1097
System-wide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and System-wide Procedure for Addressing Such Complaints by Students

Executive Order 1098
Student Conduct Procedures

Definitions

A full list of Title IX terms and definitions can be found at http://titleix.sfsu.edu/content/terms-definitions.

Sexual Misconduct

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

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

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

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

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

**Affirmative Consent**

**Affirmative Consent** means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the Affirmative Consent of the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean consent nor does silence mean consent.

Affirmative Consent can be withdrawn or revoked. Affirmative Consent cannot be given by a person who is incapacitated.

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

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

**Dating Violence**

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

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

Stalking

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

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

2. **Reasonable Person** means a reasonable person under similar circumstances and with the same Protected Status(es) as the Complainant;

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

Reporting

The University encourages all individuals who believe they have been the victim of sexual assault to promptly report the incident, including date or acquaintance rape to the University Police Department, the local police (if off-campus), University faculty or staff members or the SF State Title IX Coordinator at 415-338-7313. The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering or disposing of any damaged clothing and bedding or other items that are present after/during the assault. Save clothing and/or any other evidence in paper bags. Victims are encouraged to call any law enforcement agency by calling 9-1-1 after a sexual assault for criminal investigation, referral or transport for medical treatment and referral to crisis counseling and legal advocacy.

Victims are encourage to make their reports to the designated Title IX Coordinator or any of the Deputy Title IX Coordinators. **If a victim is in the midst of an emergency, they are advised to call the police immediately by dialing 911.**
SF State Title IX Coordinator
Vice President for Student Affairs & Enrollment Management
Title IX Coordinator
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-7313
Email: vpsaem@sfsu.edu

Equity Programs & Compliance Manager
Title IX & DHR Investigator
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-2032

SF State Title IX Senior Deputy Coordinators:

Title IX Senior Deputy Coordinator for Students
Dean of Students
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-2032

Title IX Senior Deputy Coordinator for Employees & 3rd Parties
Director of Faculty & Staff Labor Relations
Hours: Mon-Fri, 8am-5pm
Phone: (415) 405-3872

SF State Title IX Deputy Coordinators:

Dean of Faculty Affairs & Professional Development
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-7023

Dean of Undergraduate Studies
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-7162

Executive Director for University Corporation
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-6880

Associate Vice President for Human Resources
Hours: Mon-Fri, 8am-5pm
Phone: (415) 405-2650
Athletic Director, Gender Equity in Athletics
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-7567

SF State Police

Phone (emergency) (415) 338-2222
Phone (non-emergency): (415) 338-7200
Email: upd@sfsu.edu

U.S. Department of Education, Office for Civil Rights:

(800) 421-3481 or ocr@ed.gov
If a victim wish to fill out a complaint form online with the OCR, the victim may do so at:
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

Once a concern has been raised, SF State will follow its established procedures which are based on CSU Executive Orders 1096 and 1097 to address complaints of discrimination, harassment or retaliation made by students against the CSU, a CSU employee, other CSU students or a third party. The victim may complete the form below to begin the process of reporting a concern. Once completed, the victim can bring it to the Title IX Coordinator or any Deputy Coordinator.

Student Complaint Form For Discrimination/Harassment/Retaliation Complaints

Employee and Third Party Complaint Form For Discrimination/Harassment/Retaliation Complaints

Except in the case of a privilege recognized under California law (examples of which include Evidence Code §§1014 (psychotherapist-patient); 1035.8 (sexual assault counselor-victim); and 1037.5 (domestic violence counselor-victim)), any member of the University community who knows of or has reason to know of sexual discrimination allegations shall promptly inform SF State’s Title IX Coordinator.
Confidentiality

Whether-and the extent to which-a University employee may agree to maintain confidentiality following notice of an incident of sexual harassment, sexual misconduct, dating or domestic violence, or stalking depends on the employee’s position and responsibilities at the University.

Communications with physicians, psychotherapists, professional, licensed counselors, and clergy are considered Privileged and Confidential Communications. The professionals listed above may not report any information about an incident of Sexual Violence to anyone else at the University, including the Title IX Coordinator, without the consent of the victim.

If a report is made to local or University Police, the police are required to notify the victim that their name will become a matter of public record unless confidentiality is requested. If confidentiality is requested, the police will not report the victim’s identity to the University. University Police will, however, report the facts of the incident to the Title IX Coordinator without revealing the victim’s identity or compromising their own criminal investigation.

University employees have a duty to report to the Title IX Coordinator all relevant details about any sexual violence of which they become aware. To the extent possible, information reported to the Title IX Coordinator or other University employee will be shared only with individuals responsible for handling the University’s response of the incident. The University will protect the privacy of individuals involved in a sexual violence incident except as otherwise required by law or University policy. The University must weigh requests for confidentiality against the University’s obligation to provide a safe, non-discriminatory environment for all students, employees, and third parties. The Title IX Coordinator will determine whether requests for confidentiality can be honored under the facts and circumstances of the particular case.
On and Off Campus Resources for Victims of Sexual Offences

On Campus
University Police (24-hrs Emergency) 911/ 415-338-2222
University Police (24-hrs Non-Emergency) 415-338-7200
SF State Title IX Coordinator 415-338-7313
Counseling & Psychological Services Center* 415-338-2208
The SAFE Place* 415-338-2208
Student Health Services 415-338-1251
Dean of Students, Deputy Title IX Coordinator 415-338-2032

*CONFIDENTIAL- except as noted by law, program staff/faculty are not required to report incidents of sexual violence to the Title IX Coordinator without consent of the victim.

Off Campus
SF Trauma Recovery/Rape Treatment Center 415-437-3011
San Francisco Women Against Rape 415-647-RAPE
Victim Services Division (SF DA’s Office) 415-553-9044
Highland Sexual Assault Center (Oakland) 510-534-9290
Bay Area Women Against Rape (Oakland) 510-845-RAPE
W.O.M.A.N. Inc. 877-384-3578
Community Violence Solutions (Marin) 800-670-7273
CA Coalition Against Sexual Assault (CALCASA) 916-446-2520
Sierra SAFE (Loyalton) 530-993-1237

If you become the victim of a sexual assault on or off campus:

- Get to a safe place.
- Contact the University Police Department (or your local police) by dialing 9-1-1 or The S.A.F.E. Place at 415-338-2208.
- Refrain from showering, bathing, douching, changing or destroying clothing. Save clothing and other evidence in a paper bag.
- Do not straighten up the area.
- Seek medical attention from the Trauma Recovery/Rape Treatment Center at SF General Hospital by calling 415-437-3000.
- Seek emotional support from a local Rape Crisis Center such as SFWAR at 415-647-RAPE (7273).

The University Police Department will assist our community in notifying or obtaining services from the above and any authorities upon request.
**Victim Assistance and Rights**

Victims have the right to be treated with respect, dignity and courtesy, regardless of race, age, lifestyle, or occupation. Victims also have a right to file a complaint and receive services regardless of the relationship between the victim and the suspect. The victim may have an advocate for support throughout the investigative process and will receive explanations about processes and procedures.

The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other SF State policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

When reporting the crime to the San Francisco State University Police, confidentiality and the protection of the victim’s name and any identifying information will remain the highest priority if the victim chooses not to have their name released. A victim’s decision to prosecute does not have to be made during the initial report to police, so it is important that we let any persons considering reporting a sexual assault but who are afraid, know that maintaining their confidentiality, if they wish to remain confidential, will be done to the fullest extent of the law. In such instances, we recommend the investigative and evidence collection processes still be completed to better assist the victim should they wish to no longer remain confidential after their initial report.

University Police and Advocates can answer the victim’s questions, inform them of their options, advocate for their rights, and connect them to counseling, and available support resources. Advocates, University Police, and the District Attorney’s Office can assist a victim in obtaining a restraining order against the perpetrator if they choose. Victims are advised that they should always contact the police immediately if they feel threatened or are contacted by the perpetrator after the assault.

University Police officers may arrest the perpetrator as appropriate and/or forward the case to the District Attorney’s office for review and decision on filing of criminal charges against the perpetrator.


Individuals who report being a victim of Sexual Misconduct, Dating or Domestic Violence, or Stalking will receive written notification of:

- Existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on Campus and in the community.
- Options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the incident to Campus police or local law enforcement.
- The rights of victims and the University’s responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.
  - Depending on the circumstances, the police may be able to obtain a criminal restraining order on the victim’s behalf.
The victim may also choose to file a civil lawsuit against the perpetrator, whether or not criminal charges have been filed. The victim may choose to obtain a protective or restraining order (such as a domestic violence restraining order or a civil harassment restraining order). Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can protect victims who have experienced or are reasonably in fear of physical violence, sexual violence, domestic violence, dating violence and stalking.

Both the victim and the accused shall be simultaneously informed in writing of:

- The outcome of any disciplinary proceedings that arises from an allegation of a domestic violence, dating violence, sexual assault, or stalking;
- The University’s procedures for the victim or accused to appeal the results of the disciplinary proceeding;
- Any change to the disciplinary results that occurs prior to the time such results become final; and,
- When disciplinary results become final.

**Interim and Ultimate Remedies**

The University provides victims who experience Sexual Misconduct, Dating or Domestic Violence, or Stalking with reasonably available Interim Remedies, if requested, regardless of whether the victim chooses to report the misconduct to Campus police or local law enforcement. Victims are notified of options for avoiding contact with the Respondent, including changes to the Respondent’s or purported victim’s employment, academic or living situations, as appropriate. For example, the University may prohibit the parties from having any contact with each other pending the outcome of the University investigation and any ensuing discipline proceeding. SF State will minimize the burden on the victim and will not, as a matter of course, remove victims from work assignments, job sites, classes or housing while allowing the Respondent to maintain the status quo. Other possible interim (and ultimate) steps may include providing an escort between university locations in extraordinary cases where safety may be endangered; changes to employee work areas, work assignments or reporting relationships; providing students with academic support services such as tutoring or allowing students to re-take a course or withdraw from a course without penalty and without adverse effect on their academic records; and reviewing any disciplinary actions proposed to be taken against an alleged victim to see if there is a causal connection between the misconduct forming the basis for the proposed discipline and the alleged Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating or Domestic Violence, or Stalking. SF State provides the purported victim with reasonable Remedies as requested throughout the reporting, investigative, and disciplinary processes, and thereafter.

**University Investigations and Proceedings**

SF State is committed to creating and sustaining an educational and working environment free of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking. Upon receiving a report, and with prior consent of the victim, the University will conduct a prompt, fair, and impartial investigation coordinated by the Title IX Coordinator and conducted by officials who receive annual training on issues related to Title IX and VAWA/Campus SaVE Act; as well as other related state and federal laws prohibiting Discrimination, Harassment and Retaliation based on Gender or Sex, including Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking; Complainant, Respondent, Employee, and witness privacy rights; and the Family Educational Rights and Privacy Act of 1974 (FERPA). For matters involving Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating or Domestic Violence or Stalking, Investigators and Student Conduct Administrators also receive
annual training on how to conduct an investigation or hearing process that protects the safety of the Complainant(s) and the University community and promotes accountability. (See also Executive Order 1095 regarding required training for Sexual Harassment and Sexual Misconduct investigations.)

**Complaint Procedures**

SF State has adopted and published complaint procedures that provide for prompt and equitable resolution of Sex Discrimination complaints, including Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking. The complaint procedure varies depending on the status of the Complainant.

**Complaints made by Students** against the CSU, a CSU Employee, another CSU Student, or a Third Party should follow the procedure in Executive Order 1097.

**Complaints made by Employees, former Employees, and applicants for employment** against the CSU, another CSU Employee, a CSU Student or a Third Party should follow the procedure in Executive Order 1096. Employees covered by a collective bargaining agreement that provides a grievance procedure for raising allegations of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating or Domestic Violence, or Stalking shall use the grievance procedure specified in their collective bargaining agreement.

**Complaints made by Student-Employees** where the alleged violation arose out of the person’s status as an Employee and not his/her status as a Student should follow the procedure in Executive Order 1096.

**Complaints made by Third Parties** against the CSU, a CSU Employee or a CSU Student should follow the procedure in Executive Order 1096.

Regardless of whether an Employee, a Student or a Third Party ultimately files a complaint under the applicable complaint procedure, if SF State knows or has reason to know about possible Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating or Domestic Violence, or Stalking, the University must review the matter to determine if an investigation is warranted. When warranted, all such investigations must be prompt, thorough and impartial, and shall comply with the procedure outlined in the relevant Executive Order. The University must then take appropriate steps to eliminate the misconduct, prevent its recurrence, and remedy its effects.

The Title IX Coordinator & DHR Administrator may delegate complaint procedure administration, investigations, and related Title IX duties to one or more Deputy Title IX Coordinators.

Complaints may be submitted to the Title IX Coordinator & DHR Administrator or designee. The Title IX Coordinator & DHR Administrator or designee will determine whether to open an investigation after making a preliminary inquiry into the allegations. In cases where the Complainant does not want to pursue an investigation, the Complainant will be informed that the ability to take corrective action may be limited. SF State may determine that circumstances warrant initiating an investigation even if a complaint has not been filed and independent of the intent or wishes of the complainant.

The Complainant may submit a written complaint to the Title IX Coordinator & DHR Administrator or designee. The date the complaint is received in the appropriate office shall be deemed to be the complaint filing date. The Title IX Coordinator & DHR Administrator or designee will offer reasonable accommodations to Complainants who are unable to submit a written complaint because of a qualified disability.
**Intake Interview.** The Title IX Coordinator & DHR Administrator or designee will meet with the complainant no later than **10 Working Days** after the complaint was received. The meeting will (1) explain the investigation procedure and timelines, and answer any questions about them; (2) inform the Complainant of their rights; (3) provide the opportunity for the complainant to complete and sign a complaint form; and, (4) discuss reasonable interim remedies. In cases alleging sexual misconduct, dating or domestic violence, or stalking, the meeting will (1) inform the Complainant of the right to file a criminal complaint; (2) offer to assist the Complainant with filing a criminal complaint; (3) assure the Complainant that such filing will not significantly delay the campus investigation; (4) advise the Complainant of available resources; and, (5) provide written information, as directed under Executive Order 1095, to any Complainant who reports to the campus that they were a victim of sexual misconduct, dating or domestic violence, or stalking.

**Complaint Accepted for Investigation.** If the Title IX Coordinator & DHR Administrator or designee determines that the complaint falls within the scope of the relevant executive order, the complainant will be notified within **10 Working Days** that the complaint has been accepted for investigation and the timeline for completion of the investigation.

**Complaint Not Accepted for Investigation.** If the Title IX Coordinator & DHR Administrator or designee determines that the Complainant has failed to state a complaint with in the scope of the relevant executive order, the Complainant will be provided written notice of this determination within **10 Working Days**. The Complainant will also be informed that if additional information is provided, the complaint will be reviewed again. If the complaint should be processed through another University office or procedure, the complainant will be directed to that office or procedure as soon as possible.

**Summary of Investigation Procedures**

Complaints that fall within the scope of Executive Order 1095 are assigned to investigators on a case-by-case basis. The Title IX Coordinator monitors, supervises, and oversees all such delegated tasks, including reviewing all investigation reports before they are final to ensure that the investigation was sufficient, appropriate, impartial, and in compliance with the appropriate Executive Order.

The Complainant and the Respondent have equal opportunities to present relevant witnesses and evidence in connection with the investigation. Upon inquiry, the Complainant and Respondent are advised of the status of the investigation.

Before reaching a final conclusion or issuing a final investigation report, the Investigator shall have: a) advised the Parties or have offered to do so, verbally or in writing, of any evidence upon which the findings will be based; and, b) given the Parties an opportunity to respond to the evidence, including presenting further relevant evidence, information or arguments that could affect the outcome. The Investigator will not reach a final conclusion or issue an investigation report until giving careful consideration to any such relevant evidence, information or arguments.

The investigation shall be completed no later than **60 Working Days** after the intake interview, unless the timeline has been extended. The timeline should not be extended for a period longer than an additional **30 Working Days** from the original due date.

On occasion, a criminal investigation may be initiated by a law enforcement agency over the same allegations that are reported in a Complaint filed under this policy. A pending (Campus or local) police investigation is a separate investigation and it does not relieve a Campus of its responsibility to timely investigate Complaints under this policy. Thus, a Campus may not wait until the conclusion of a police investigation to commence its own investigation. Although
it may be necessary to temporarily delay the investigation while the police are gathering evidence, once notified that the police have completed the fact gathering portion of their investigation, the Campus must promptly resume and complete its own investigation. In cases involving Sexual Misconduct, Dating or Domestic Violence, or Stalking, see the “Coordination with Criminal Investigations and Proceedings” section of Executive Order 1095.

Investigation Report

Within the investigation period stated above, the Investigator shall prepare an investigation report. The report shall include a summary of the allegations, the investigation process, the Preponderance of the Evidence standard, a detailed description of the evidence considered, and appropriate findings. Relevant exhibits and documents, if any, shall be attached to the written report. The report shall be promptly provided to the Title IX Coordinator & DHR Administrator, if applicable. The Title IX Coordinator & DHR Administrator shall review the investigation report to assure compliance with the Executive Order before proceeding further.

Notice of Investigation Outcome

Within 10 Working Days of issuance of the final investigation report, the Title IX Coordinator and DHR Administrator or designee shall notify the Complainant and Respondent in writing of the outcome of the investigation. The Notice shall include a summary of the allegations, the investigative process, the Preponderance of the Evidence standard, the evidence considered, the findings of fact, a determination as to whether the CSU Executive Order was violated, and if so, any Remedies to be afforded to the Complainant. The notice shall advise the Complainant and Respondent of their right to file an appeal under the CSU Executive Order and to request a copy of the final investigation report with exhibits/attachments, if any, redacted as appropriate. The Notice shall be delivered to the Parties in a manner which guarantees delivery within 2 Working Days (email delivery is acceptable). Where a Complaint is made against a Student and the CSU Executive Order is found to have been violated, the Title IX Coordinator shall also notify the Campus Student Conduct Administrator of the investigation outcome, and provide a copy of the investigation report. Where the Respondent is an Employee, Human Resources or Academic/Faculty Affairs shall be notified and provided a copy of the investigation report.

Appeal Review – Office of the Chancellor

Any Complainant or Respondent who is not satisfied with a Campus investigation outcome may file an appeal with the Chancellor’s Office no later than 10 Working Days after the date of the Notice of Investigation Outcome.

The appeal shall be in writing and shall be based on one or more of the appeal issues listed below:

1. The investigation outcome is unsupported by the evidence, based on the Preponderance of the Evidence standard;
2. Prejudicial procedural errors impacted the investigation outcome to such a degree that the investigation did not comply with the relevant CSU Executive Order; or
3. New evidence not available at the time of the investigation.

The issues and evidence raised on appeal shall be limited to those raised and identified during the investigation, unless new evidence becomes available after the Campus investigation process and is made part of the appeal by the appealing party. The Chancellor’s Office may conduct an interview, at the Chancellor’s Office discretion, with the appealing party to clarify the written appeal.
Timeline. The Chancellor’s Office shall respond to the appealing party no later than 30 Working Days after receipt of the written appeal unless the timeline has been extended.

Information Regarding SF State, Criminal and Civil Consequences of Committing Acts of Sexual Misconduct

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, SF State employees and students may face discipline/sanctions on campus. SF State employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining unit agreements.

Student Conduct Procedure

Each CSU campus president assigns an MPP employee to be the Student Conduct Administrator for that respective campus whose responsibilities are to perform the duties as prescribed in the procedures of the Executive Order 1098. In cases involving sexual misconduct, dating or domestic violence, or stalking where the investigative report finds a violation or the finding of a violation is sustained after appeal, the Student Conduct Administrator will initiate student conduct proceedings. No later than 10 Working Days after the receipt of the final investigative report, the Student Conduct Administrator shall offer the Complainant the opportunity to provide input concerning appropriate sanctions and remedies in light of the investigative findings. After the Complainant has been given the opportunity to confer, the Student Conduct Administrator shall schedule a meeting with the student charged to review the policies that are the subject of the proposed discipline and to discuss the proposed sanctions or Remedies.

The Student Conduct Administrator shall, in consultation with the Title IX Coordinator & DHR Administrator, determine which cases are appropriate for resolution, taking into consideration the investigative findings and any additional information provided by the Parties during any conferences. If a proposed resolution agreement can be reached, the terms of the agreement shall be put in writing and signed by the student charged and the University. The Complainant can appeal any proposed resolution; the proposed resolution is not final until any such appeal is exhausted. The Student Conduct Administrator shall promptly notify the Title IX Coordinator & DHR Administrator of the outcome of any conferences with the Parties and whether a resolution agreement is proposed. The Title IX Coordinator & DHR Administrator with notify the Complainant of the resolution proposal as well as the Complainant’s right to appeal the resolution proposal to the Chancellor’s Office.

Discipline cases may be resolved through the conference process. It is, however, not appropriate for a Complainant to be required to “work out the problem” directly with the student charged, and in no event should any meeting between Complainant and the Student be required.

If not resolved through the conference process, the Student Conduct Administrator shall issue a Notice of Hearing within 5 Working Days after the conference with the charged student. Simultaneous notice including the date, time, and location of the Student Conduct hearing shall also be provided to the Complainant and the Title IX Coordinator & DHR Administrator. The hearing shall be scheduled no sooner than 10 Working Days after, and no later than 20 Working Days after the date of the Notice of Hearing. A notice to appear at hearing shall be sent to any University-related witnesses and to the Complainant at least 5 Working Days before the hearing.

The hearing is limited to determining appropriate sanctions; the findings of the investigation are not under review. The hearing is closed to persons except the Student Conduct Administrator; the Student charged; the Complainant(s); their respective Advisors; appropriate witnesses while they are testifying; any other alleged victims; the Hearing Officer; and
one person to assist the hearing Officer in recording the hearing. The hearing protocol is contained within Article IV, Section H of Executive Order 1098.

The Hearing Officer shall submit a written report within **10 Working Days** of the hearing to the president recommending sanctions, if any, as well as any recommendations regarding additional Remedies. The Hearing Officer’s report shall be based only on the investigative report and the information received at the hearing.

The president shall review the investigative report and the Hearing Officer’s report and issue a decision concerning the appropriate sanction within **10 Working Days** after receipt of the Hearing Officer’s report. The decision letter shall be issued to the Complainant, the Student charged, the Student Conduct Administrator, and the Hearing Officer. The president may impose the recommended sanctions, adopt a different sanction, or reject sanctions altogether. The decision letter shall contain Notice of the Complainant’s and Student’s right to appeal the decision to the Chancellor’s Office. The president shall also send the decision to the Title IX Coordinator so that they may determine whether any additional Remedies or steps shall be afforded or undertaken in order to maintain a safe and nondiscriminatory University Environment. Unless the Chancellor’s Office notifies the campus that an appeal has been filed, the president’s sanction decision becomes final **11 Working Days** after the date of the decision letter. The appeal procedure can be found in Article IV Section J of Executive Order 1098.
Prohibited Conduct: Prevention and Training

Training, Education and Preventive Measures

It is University policy per CSU Executive Order 1095 to implement preventive education programs/training to promote the awareness of CSU policies against of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Executive Order 1095 requires programs/training for all new Students and new Employees; refresher programs/training at least annually for all Students; programs/training twice a year for all Students who serve as Advisors in residence halls; annual programs/training for all Student members of fraternities and sororities; annual programs/training for all Student athletes and coaches; and, annual programs/training for all Employees consistent with their role in responding to and reporting incidents.

Training for all incoming students and new employees declare that SF State prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, and includes the definition of these crimes. These programs define consent in reference to sexual activity; provide safe and positive options for bystander intervention, and provide information on risk reduction to recognize warnings of abusive behavior and how to avoid potential attacks. It is our goal to increase empowerment for victims in order to promote safety, and to help individuals and communities address conditions that facilitate violence.

Primary prevention programs include programming, initiatives, and strategies informed by research or assessed for value, effectiveness or outcome that are intended to stop Sexual Misconduct, Dating or Domestic Violence, or Stalking before they occur through the promotion of positive and healthy behaviors that foster mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Ongoing prevention and awareness campaigns for all Students and Employees are also conducted.

Action Crisis Team

The Action Crisis Team (ACT) is a multidisciplinary team of key campus partners established by the Division of Student Affairs & Enrollment Management to meet regularly to serve five major functions for the University:

1. Provide consultation and support to faculty, staff and administrators in assisting students who display concerning or disruptive behaviors;
2. Gather information to assess situations involving students who display concerning or disruptive behaviors;
3. Recommend appropriate intervention strategies or disciplinary sanctions;
4. Connect students with needed campus and community resources; and
5. Monitor ongoing behavior of students who have displayed disruptive or concerning behavior.

While interacting with students across the University, staff may be confronted with situations in which a student is disruptive or displays behavior that may be intimidating, threatening or disturbing to others. The ACT is designed to assist faculty, staff and administrators in addressing these situations in a uniform and supportive manner. The ACT’s composition and membership is designed to provide all segments of the University with access to assistance, speedy response, and information/resources with direction for addressing students' inappropriate behavior in and outside the classroom.
The ACT will be composed of representatives from various critical areas of the campus community including the following:

- Director of Counseling & Psychological Services Center- ACT Co-Chair
- Dean of Students- ACT Co-Chair
- University Police Department
- Director of Disability Programs & Resource Center
- Office of International Programs
- Undergraduate Advising
- Graduate Division
- Office of Student Conduct
- Enrollment Management
- Student Health Services

Following the guidance of the National Behavioral Intervention Team Association (NaBITA- https://nabita.org/), the ACT will consult with Academic Advising, Athletics, Fraternity & Sorority Life, Human Resources, and the Student Involvement and Career Center as needed. The ACT will also receive training in the assessment of disturbing and threatening behaviors in students, protocol for intervention and referral, protocol for documentation and database development within the guidelines of FERPA confidentiality.

The University has zero tolerance for violence against members of the University community. To fulfill this policy, the University will work to prevent violence from occurring and will ensure federal and state laws, as well as University regulations prohibiting violence, are fully enforced. In determining whether conduct constitutes a credible threat or act of violence, the circumstances surrounding the conduct will be considered.

Established University faculty, staff and the University Police Department procedures will serve as the mechanisms for resolving situations of violence or threats of violence. Each allegation of violence will be taken seriously. Individuals are encouraged to report acts of violence, threats of violence or any other behavior which by intent, act or outcome harms another person.

If you would like a copy of the pamphlet “Dealing with Potentially Violent Situations on Campus” please call the University Police Department at 415-388-7200 or visit our website at: http://www.sfsu.edu/~upd.

**Campus Clarity: New Student Training**

Campus Clarity is a web-based sexual assault prevention and alcohol abuse awareness program. Campus Clarity will empower students to make well-informed decisions about alcohol and sexuality, as well as respond more effectively to the risky behaviors of peers. We also know alcohol is one of several risk factors in sexual assaults on college campuses and we believe the educational material included in Campus Clarity will help provide students with the information they need to understand affirmative consent, healthy relationships, and effective communication.

Every incoming student will be required to take Campus Clarity. The material covered in the online course may be distressing for some students, so SF State offers assistance for those who may need additional information or support around these issues through the Health Promotion & Wellness Department at clarity@sfsu.edu and The SAFE Place.
Counseling & Psychological Services Center

The University Police Department works closely with the Counseling and Psychological Services Center (CPSC). We work as a team in dealing with sensitive situations and we refer persons to the Counseling Center on a regular basis. Both University Police Officers and counselors have received training on threat assessments and the counselors consistently encourage their clients to report crimes to the University Police Department to prevent future crimes. Counseling sessions are considered confidential and privileged. The holder of the privilege is the client. Crime information be can forwarded anonymously at the request of the client. The counselors do not disclose information to the University Police Department without the consent of the client unless there is an immediate threat to safety. Any reporting of statistics to comply with this act is done by reporting numbers and not names so the information provided by clients is confidential.

The Counseling Center provides brief therapy to students, staff and faculty at no cost. The staff consists of culturally diverse, professionally trained and licensed counselors, psychologists and clinical social workers. Counselors are also available for consultations regarding distressed or potentially violent students/employees and can be reached at 415-338-2208. For more information on the CPSC, you may visit http://psyservs.sfsu.edu/.

EDU: Eliminate Campus Sexual Violence: New Employee Training

New employees are able to complete online sexual violence awareness and prevention training which can be accessed here: http://tech.sfsu.edu/guides/skillport. This course provides practical training for identifying, reporting, and preventing campus sexual violence, as well as assisting victims of sexual assault. Interactive case studies and videos provide engaging educational content that explains how to respond to known or suspected sexual violence, which includes sexual assault, dating violence, domestic violence, and stalking. Many interactions are based on real cases that teach important concepts to help create a safe campus community and create a culture that does not tolerate sexual violence. The course teaches employees valuable skills for assisting victims and survivors of sexual violence and reporting sexual violence. This course also provides state-specific legal definitions of sexual violence, and describes victim protections, bystander intervention strategies, and University disciplinary proceedings.

Health Promotion & Wellness

This newly formed unit will be responsible for coordinating, implementing, evaluating and continually improving a comprehensive campaign of prevention education and outreach programs, targeting specific cohorts and affinity groups. The unit address sexual violence prevention education, explain how being an active bystander and community member are connected, identify sexual myths and how to change them, improve rape resistance strategies around at risk students, and educate regarding resources at SF State.

The Sexual Abuse Free Environment (SAFE) Place

The SAFE Place is the resource center at SF State that works towards creating a SAFE and aware community. They provide a variety of services to students, staff and faculty related to sexual assault, sexual harassment, intimate partner violence, and stalking.

The Safe Place offers crisis intervention counseling and advocacy for survivors dealing with any past or current sexual violence issues. In addition, they provide sexual harassment advising, campus educational programming/events, and prevention education through campus workshops & presentations. During Fall and Spring the SAFE Place also provides
The SAFE Place has various volunteer opportunities available throughout the year. The SAFE Place provided workshops on providing support to survivors on campus that included discussing healthy/unhealthy relationships, signs of domestic violence, how to help a friend dealing with domestic violence, and student rights and reporting sexual violence. Students were provided information regarding on and off campus resources for survivors, and educational materials covering details in the workshop.

The SAFE Place also participated in a number of events, including RAINN day; Queer Shorts – Film Festival; The Clothesline Project; Diversity in Palestinian Society; Gender, Violence & Accountability: Palestine & Israeli Feminists Speak Up; SFWAR Walk Against Rape; Walk in their Heels; Film Premiere of The Hunting Ground; and, CockTALES: Unplugged & Redefined.

RAINN Day is an annual day of action to raise awareness and educate students about sexual violence on college campuses. It is a grassroots program designed to empower college students to educate their peers about risk reduction and recovery resources on their campus. The SAFE Place organized an outreach event at the campus plaza, inviting various community and campus allies that do work around domestic violence prevention and awareness. The SAFE Place provided programming on the stage and discussed current statistics, issues impacting our community around domestic violence, ways to support survivors and discussed resources available on campus. Off campus organizations provided support and resources.

The Queer Shorts Film Festival is showcase of short films by faculty and alumni that celebrated the 25th annual National Coming Out Day. Each film celebrated the rich heritage of LGBT-themed filmmaking at SF State. A Q&A with the filmmakers and a reception followed the screening. The SAFE Place collaborated on this project with several campus programs to bring these films, provide a panel and engage in a discussion around LGBT issues and the intersections of violence.

The Clothesline Project is a non-governmental organization created to bring awareness to the issue of violence against women. For women who have been affected by violence, it is a means of expressing their emotions by decorating a t-shirt. After the shirts have been decorated, they are hung on a clothesline display. The SAFE Place has historically provided this program on campus as a way to provide a space for students to express their feelings around domestic violence and violence within the community. Shirts were created by students and community members and were hung for several week throughout the student center.

The SAFE Place collaborated with the Department of Ethnic Studies to bring Haneen Maikey, co-founder and Executive Director of the queer group Al-Qaws for Sexual & Gender Diversity in Palestinian Society, to hold a presentation and discussion on issues impacting Palestinians and the impact of violence on their communities. The SAFE Place provided information about on and off resources and ways to support survivors of violence.

The SAFE Place collaborated with the Ethnic Studies Department in a panel discussion titled Gender, Violence & Accountability: Palestine & Israeli Feminists Speak Up. The panel discussed issues related to gender and violence, issues related to feminism and the role this plays for women in Jewish and Palestinian communities. The SAFE Place provided information on resources on and off campus.

The goal of Walk Against Rape is to empower survivors, their friends, families and supporters, to break that silence by walking together on the streets against rape, and declare that San Francisco will not tolerate sexual violence. The SAFE
Place has participated annually in coordinating groupings of SF State students and staff to come out and support the walk and get involved in community programs providing support for survivors in the Bay Area. As part of Sexual Assault Awareness Month, Walk Against Rape is held during the month of April. Walk Against Rape is a 3.5 mile walk starting at The Women's Building and culminating in a festival at Potrero del Sol Park ("La Raza Park"). Walkers arrive in the park to find speakers, performances, vendors, prizes for the highest fundraisers, several community organizations who will be offering information and resources, and food and drink.

The SAFE Place collaborated with Hermanos Unidos, a Latino student organization on campus to have Walk in their Heels. This program is one that has been done annually on many campuses, and is a way to bring attention to gender violence and role that men can play in creating change. In addition to walking throughout the day in heels, the male participants are provided educational information and give presentations in all their classrooms about sexual assault & gender violence. During lunch all participants went to the Plaza and participated in a speak-out on violence. Walk in their Heels is also known as Walk a Mile in their Shoes and is an International Men's March to Stop Rape, Sexual Assault & Gender Violence. A Walk a Mile in Her Shoes® Event is a playful opportunity for men to raise awareness in their community about the serious causes, effects and remediation’s to men's sexualized violence against women.

The SAFE Place worked collaboratively with the Gender & Equity Committee in showing the film The Hunting Ground, which is an exposé of rape crimes on U.S. college campuses and the devastating toll they take on students and their families. In addition to viewing the film, The SAFE Place coordinated a panel discussion with three faculty on campus that discussed issues that surfaced during the film. Resources and information regarding support services were provided to attendees.

SF State's CockTales is a storytelling project using expressive arts (i.e. spoken word, monologue, dance) as a medium to explore masculinity. In 2015, The SAFE Place convened Voices for Gender Justice as the organizing body for CockTales 2015. It is a coalition of SF State programs coming together to provide creative spaces to discuss and explore issues around gender violence.

The 2015 production was themed, [UN]plugged & [RE]defined. It's centered on "unplugging" from traditional ways we view masculinity, gender roles, and advocating against violence, while "redefining" the way we have these conversations. We are also redefining the composition of the cast, as we have purposefully integrated a spectrum of gender identities to share their stories, highlighting a tertiary theme of coalition building and allyship. In addition to the production we also provided resources and support for on and off campus violence prevention programs.

These events, along with other programming are provided in an effort to educate students and reduce the number of sexually violent incidents occurring on campus. The SAFE Place is located in Student Services Building Room 208 and the coordinator, can be reached at 415-338-2208.

**Sexual Assault Investigation Team (SAIT)**

The University Police department responds to and investigates reports of sexual assault when the victim files a report with the department. Officer’s conduct investigations, interview victims and suspects, collect evidence, testify in court and refer victims to the appropriate services. All SAIT members have special training in sexual assault investigations certified by California POST.
**Student Health Services**

The mission of SF State Student Health Services (SHS) is to provide accessible and cost-effective quality medical care for all registered students at SF State. SHS strives to work with students to enhance lifelong health and wellness, facilitate retention and graduation, and to reduce systematic health disparities related to human and cultural diversity.

By providing accessible quality health care services, SHS strives to create an environment for all students to learn the skills to manage their own health and become informed future health care consumers.

Student Health Services can provide initial urgent medical services to victims of sexual violence. The Health center staff facilitates referrals to San Francisco Trauma Recovery/Rape Treatment for forensic examinations and/or counseling. Appointments can be made by going to the Student Health Services center, calling 415-338-1251, or by visiting the website at [http://health.sfsu.edu/](http://health.sfsu.edu/).

**Support, Advocacy & Response Team (SART)**

The SF State SART Team is a campus wide team convened by The SAFE Place to provide comprehensive services to survivors of sexual violence. The team provides advocacy support for either a complainant or respondent during the Title IX investigative process; Conducts triage for students that seek support through The SAFE Place (specifically for sexual violence cases where students do not file Title IX complaints); identifies and makes recommendations to the Title IX team & the Gender and Equity Committee around campus themes, and provides any suggestions around training needs in regards to sexual violence issues.
Clery Act: Statistical Data Collection

Compiling Crime Statistics

The statistics listed provide an overall picture of Clery reportable crime at San Francisco State University from January 1 to December 31 for 2012, 2013 and 2014. This report meets all reporting requirements as set forth in the Jeanne Clery Disclosure of Campus Crime Policy and Campus Crime Statistics Act. Criminal statistics are updated by October 1 of each year and include data from the three previous calendar years.

It is the University’s policy to ensure that crime on campus is accurately reported and analyzed for the development of new programs that will aid in crime prevention.

Crime statistics are reported pursuant to the guidelines as specified in Jeanne Clery Disclosure of Campus Crime Policy and Campus Crime Statistics Act, as defined under the FBI Uniformed Crime Reporting procedures, and separated by the following geographical areas:

- On campus;
- In on-campus residence halls (these figures are also included in the statistics for on-campus);
- On public property adjacent to the University; and,
- On non-campus property, University-owned property located other than on main campus.

The following crimes must be reported:

- Murder/Non-negligent man slaughter
- Sex offenses
- Domestic Violence
- Dating Violence
- Stalking
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, the university must report arrests or disciplinary referrals for liquor, drug and weapons offenses and hate crimes by classification. Statistics on campus disciplinary referrals are collected from the offices of Residential Life and Student Conduct.

The University does not recognize any off campus fraternity or sorority houses. Likewise, student organization recognition does not extend beyond the University. In October of every year, an email that provides the web site address to access this report is sent to all enrolled students. Instructions on how to locate the report are found in the Class Schedule and University Bulletin.

Students can also obtain the report on the SF State Office of Enrollment Management website in the "Steps For New Students" new student brochure web link (at the bottom of page 5 of the brochure- the link to the SFSU Annual Security

The web site address for the report is included in the pay stubs of all faculty and staff. All prospective employees may obtain a copy of the report from the office of Human Resources located in room 252 of the Administration building or by calling (415) 338-1872.

Current employees may access the report from the SFSU Human Resources website with the link-[http://hr.sfsu.edu/Labor_Compliance_ProfDev/emp_relations/direct_and_guide](http://hr.sfsu.edu/Labor_Compliance_ProfDev/emp_relations/direct_and_guide) under the "Human Resources Practice Directives & Guidelines" header and going to the section titled "100 Recruitment/Employment." The report is also located on the SFSU Human Resources website under the "Important Links" section with the link-[http://hr.sfsu.edu/importantlinks](http://hr.sfsu.edu/importantlinks). The web site address for the report will be attached to SF State employee applications.

Copies of the report may also be obtained at the University Police Department at 1600 Holloway Avenue, San Francisco, CA 94132 or by calling (415) 338-7200.

**Clergy Act Crime Definitions**

The following crime definitions, except sex offenses, are used in accordance with the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting Handbook (UCR). For sex offenses only, definitions are from the FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR.

**Criminal Homicide**

Negligent Manslaughter – The killing of another person through gross negligence.*Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Murder and Non Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

**Sex offenses**

Rape – The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With an Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender’s genitalia.
Sexual Battery – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

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

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery.** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary.** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft.** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

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

**Hate Crimes**

The following hate crime definitions are used in accordance with the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity/national origin, or gender identity. Clery Act statistics for hate crimes are derived from any of the Clery Act reportable crimes listed in the Crime Definitions section and, beginning in 2009, the following additional crimes:

**Larceny/Theft.** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, 6th ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)
**Simple Assault.** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

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

**Destruction/Damage/Vandalism of Property (Except Arson)**

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

Incidents of hate violence can be reported to the University Police Department, SF State Title IX Office, the Counseling and Psychological Services Center, the Office of Student Conduct or The S.A.F.E. Place.

The University does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, gender, gender identity, disability or religious beliefs.

**Arrests and Disciplinary Referrals for Violation of Weapons, Drug and Liquor Laws**

**Weapons Law Violations.** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations.** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations.** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
## Campus Crime Statistics 2012 through 2014

### San Francisco State University Main Campus

1600 Holloway Ave. San Francisco, CA 94132

<table>
<thead>
<tr>
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<th>On Campus*1</th>
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<th>Non-Campus Property</th>
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<td>Oral Copulation</td>
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<td>Incest</td>
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Public property offenses are those offenses reported to the University Police Department as well as to the San Francisco Police Department in the city jurisdiction (within the boundaries of Eucalyptus, Lake Merced, Font and Junipero Serra). Non-Campus Property offenses are those offenses which occurred on private property located within the same boundaries. SF State does not have any property Non-Campus Property.
### Special Category Arrests (Liquor, Drug and Weapons)

<table>
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<tr>
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### Disciplinary Referrals: Non-Arrests from the University Police, Housing and other University officials.*2

<table>
<thead>
<tr>
<th>Category</th>
<th>Main Campus</th>
<th>Residential Community</th>
<th>Public Property</th>
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<td>Weapons Possession</td>
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<td>0</td>
</tr>
</tbody>
</table>

*1 Main Campus statistics are the total number of incidents on the main campus including all on campus housing.

### Hate Crimes

In 2012, there were no reported hate crimes.
In 2013, there were no reported hate crimes.
In 2014, there were no reported hate crimes.
SF State Downtown Center

The SF State Downtown Center is conveniently located in the heart of San Francisco’s financial district. The center is accessible by BART, MUNI, AC Transit, Golden Gate Transit and Caltrain. Paid parking is available on site and at eight nearby lots.

The Downtown Center is situated where San Francisco’s business, arts and convention districts converge; providing visitors ready access to many resources. The Moscone Convention Center, the Ferry Terminal and the San Francisco Museum of Modern Art are just blocks away. The area boasts a rich assortment of dining establishments, art galleries, bookstores, theaters and fine shops. The address and contact information is as follows:

SF State College of Extended Learning
835 Market Street
San Francisco, CA 94105-2406

Phone: 415-405-7700
FAX: 415-405-3339
E-mail: dtcent@sfsu.edu
Hours: Monday-Friday, 9:00am-5:00pm

Building Security for the Downtown Center is handled by a security company owned by Cushman & Wakefield and they are referred to as “Security”. They can be reached at 415-495-7333.

The University Police Department does not provide police services at the Downtown Center but will take crime reports and complete follow-up investigations, as needed. The University Police Department does have non-sworn Community Service Officers who provide general security at the Downtown Center, during business hours. Criminal actions of an emergency nature should be reported to the San Francisco Police Department, Southern Police Station by dialing 9-1-1.

For questions about reporting crimes of a Non-emergency nature, please call the University Police Department at 415-338-7200.

All campus policies previously stated in the information about the SF State Main Campus also apply to the SF State Downtown Center.

Students, staff and faculty are encouraged to report any problems at the Downtown Center to Building Security, Downtown Center Administration or the University Police Department. We encourage reporting anywhere on campus you feel comfortable such as Student Affairs and Enrollment Management staff or any campus administrator. The University Police Department maintains an anonymous crime tip line at 415-338-3030. The University Police Department, Counseling and Psychological Services and Student Affairs and Enrollment Management will accept confidential and anonymous reports of crimes for inclusion in the annual statistical report. It is our goal to provide assistance wherever the report is made to make sure we include the crime in our annual security report.
The Downtown Center office is open from 9:00am to 5:00pm Monday through Friday. Classes are held until 10:00pm Monday through Friday and Saturdays from 9:00am to 5:00pm. The building doors are secured shortly after the end of classes by Building Security. On Saturday’s a lab employee is available in an office on the second floor for any problems related to equipment. If you would like to report a hazard or make a recommendation on improving security or maintenance at the Downtown Center call 415-495-7333.

<table>
<thead>
<tr>
<th>The Downtown Center</th>
<th>835 Market Street - San Francisco, CA 94105</th>
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<tbody>
<tr>
<td></td>
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<td>Murder</td>
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<td>Sodomy</td>
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</tr>
<tr>
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<tr>
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<tr>
<td>Statutory Rape</td>
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<tr>
<td>Domestic Violence</td>
<td>--- --- 0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>--- --- 0</td>
</tr>
<tr>
<td>Stalking</td>
<td>--- --- 0</td>
</tr>
<tr>
<td>Robbery</td>
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</tr>
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<tr>
<td>Burglary</td>
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<tr>
<td>Vehicle Theft</td>
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<tr>
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<td>Special Category Arrests (Liquor, Drugs, Weapons)</td>
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<tr>
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<tr>
<td>Weapons Possession</td>
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</table>
Public property offenses are those offenses reported to the University Police Department as well as to the San Francisco Police Department in the city jurisdiction, on public property (within the boundaries of Market St. and Mission St., between 4th St. and 5th St.). Non-Campus Property offenses are those offenses which occurred on university owned property, with an educational purpose, located within the same boundaries. SF State does not have any property Non-Campus Property.
The Romberg Tiburon Center (Center) is SF State’s marine field station located 30 minutes north of San Francisco on the Tiburon Peninsula.

Romberg Tiburon Center for Environmental Studies  
3152 Paradise Drive  
Tiburon, CA 94920  
415-338-6063

The Center is the only academic research facility situated on the San Francisco Bay which is the largest estuary on the west coast of the United States.

The Center’s mission is to perform basic scientific research and educate and train the next generation of scientists. RTC scientists pursue their research in their laboratories at the Center, at field sites around the world and through collaborations with colleagues at other universities and institutions.

As an affiliate of SF State, the Center provides its students with graduate and undergraduate level courses as well as practical experience gained through research conducted in the laboratories of the Center’s scientists.

The University Police Department Officers do not provide security at the Center, but will take crime reports and complete follow-up investigations for crimes that occur on campus property. Criminal actions of an emergency nature should be reported by calling 9-1-1.

For questions about reporting crime of a non-emergency nature please call the University Police Department at 415-338-7200.

All campus policies previously stated in the information about the SF State Main Campus also apply to the Center.
## The Romberg Tiburon Center

3152 Paradise Drive - Tiburon, CA 94920

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<thead>
<tr>
<th></th>
<th>On Campus</th>
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<tr>
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<tr>
<td>Sex Offenses / Forcible</td>
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<td>Sexual Assault w/Object</td>
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### Special Category Arrests (Liquor, Drug and Weapons)

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### Disciplinary Referrals**

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Public Property offenses are those reported to the Marin County Sheriff’s Office. SF State does not have any property Non-Campus Property.
SF State Related Campus Offices and Class Locations

The University Police Department does not provide security at these sites. All emergencies and crimes should be reported to the local police agencies listed below. The University Police Department should be notified after the local agencies so that we can ensure you have received the appropriate service. We have made arrangements for the administrators at these sites to notify us of any reported crimes.

Pathways Programs at other Campuses

City College of San Francisco
50 Phelan Avenue, San Francisco, CA 94112
SF State students attending City College of San Francisco can Access their crime statistics on the following website: http://www.ccsf.edu/Departments/Public_Safety/. The SF State University Police Department does not provide security at this location. All emergencies and crimes in progress should be reported to the Community College Police at 9-1-1 or 415-239-3200.

Canada College
4200 Farm Hill Boulevard, Redwood City, CA 94061
San Francisco State students attending Canada College in Redwood City can acquire a copy of their crime statistics by calling 650-306-3402 or visiting their website at http://canadacollege.net/student/student_life/handbook/handbook6html. The SF State University Police Department does not provide security at this location. All emergencies and crimes in progress should be reported to the Canada College Campus Security at 9-1-1 or 650-306-3420.

College of Marin, Kentfield Campus Office
835 College Avenue, Kentfield, CA 94904
Students attending the College of Marin can access their crime statistics on the following website: http://www.marin.cc.ca.us/police/aware.htm. The SF State University Police Department does not provide security at this location. All emergencies and crimes in progress should be reported to the Marin Community College Police at 9-1-1 or 415-485-9696.

College of Marin, Indian Valley Campus Office
1800 Ignacio Blvd., Novato, CA 94949
Students attending the College of Marin can access their crime statistics on the following website: http://www.marin.cc.ca.us/police/aware.htm. The SF State University Police Department does not provide security at this location. All emergencies and crimes in progress should be reported to the Marin Community College Police at 9-1-1 or 415-485-9696.
Research Sites

Moss Landing Marine Laboratories
893 Blanco Circle, Salinas, CA 93901
The SF State University Police Department does not provide security at this location. All emergencies and crimes in progress should be reported to the Salinas Police Department at 9-1-1 or 831-758-7321.

Sierra Nevada Field Campus
Star Route, Sattley, CA 96124
The SF State University Police Department shares jurisdiction with the Sierra County Sheriff’s Department for incidents requiring criminal investigation. All emergencies and crimes in progress should be reported to the Sierra County Sheriff’s Department at 9-1-1 or 530-289-3700.

Administrative Office Locations

Bay Area Academy
2201 Broadway, Suite 100, Oakland, CA 94612
The SF State University Police Department does not provide security at this location. All emergencies and crimes in progress should be reported to the Oakland Police Department at 9-1-1 or 510-777-3333.

National Sexual Resource Center
2017 Mission Street, San Francisco, CA 94110
The SF State University Police Department does not provide security at this location. All emergencies and crimes in progress should be reported to the San Francisco Police Department at 9-1-1 or 415-553-0123.

Pacific Plaza
2001 Junipero Serra Blvd, Daly City, CA 94014
The SF State University Police Department does not provide security at this location. All emergencies and crimes in progress should be reported to the Daly City Police Department at 9-1-1 or 650-991-8119.
Fire Safety Report

Campus Fire Safety Right-to-Know Act

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law by President George W. Bush on August 14, 2008, this amendment requires post-secondary institutions to publicly display fire safety information and statistics, much as they already do with other safety statistics such as campus theft and assault. This information provides prospective and current students of the policies, concerns and fire safety conditions that are present at the institution in which they have applied or are enrolled.

Fire Drills and Safety

Fire alarm pull stations are located in public areas of the Residence Community. If you smell or see smoke or fire, go to a pull station and pull the lever to activate the building alarm. After pulling the lever, you must immediately evacuate the building and then call 9-1-1 or 415-338-2222.

To discourage false fire alarm pulls, protective covers have been installed over the fire alarm pull stations in some areas. To use the pull station, first pull up the cover. This will set off a local alarm in the pull station. This does not activate the building alarm. To activate the building alarm, you must then pull down the lever inside the protective cover.

In accordance with the University policy, a fire drill is conducted in every residence building each semester on day and evening shifts. Staff members take part in the drill and help evacuate the building. The purpose of these fire drills is to test the building fire alarm system and familiarize residents with the correct procedures should an actual evacuation be necessary. Evacuation procedures for each individual building are posted in the elevator lobby of each floor. Residents are advised to read the procedures so they will know the location of all emergency exits in their building. Evacuation guidelines are also posted on the back of most resident room or apartment doors.

Fire Safety Training – Student Residents

Fire safety training for student residents starts before they reach campus and is ongoing throughout the year. When students sign up for on-campus housing they receive a packet in the mail before the school year begins. Included with the packet is literature that outlines fire safety policies and procedures.

Fire and Evacuation Information for Student Residents

At the First Indication of Fire:
1. Set off the nearest fire alarm. Do not try to fight the fire yourself.
2. Call 9-1-1 to report the fire from the nearest telephone.
3. Before passing through any closed doors, feel the door with your hand. DO NOT touch the doorknob. If the door is hot, DO NOT OPEN THE DOOR.
4. Before opening the door, brace yourself against the door and open it slightly. If heat or heavy smoke is present, close the door and remain in the room.
5. Leave the building immediately through the main fire exit indicated on the map displayed on the back of your room door and in the elevator lobbies of the building. DO NOT use the elevators. DO NOT assume a fire alarm is false. DO NOT stop to take valuables.

6. Because stairwells may also draw smoke, only designated fire exit stairwells should be used. The center stairwells in Mary Park and Mary Ward Halls are designed to provide adequate fire exit ventilation and should be used. These stairwells are safer than the end stairwells and should be used unless access to them is impeded. Residents of the Towers and the Village should use the end stairwells in case of a fire.

7. Remain away from the building in the assembly area until the Police Department, Fire Department or senior staff members give the all clear.

8. Follow instruction of the University Police Department and University officials at all times.

Residents who do not immediately evacuate the building during a fire alarm are subject to disciplinary action.

**If you are trapped in Your Room/Apartment during a Fire:**

1. Keep low to the floor if there is smoke in the room. The majority of oxygen is present near the floor.
2. Place a towel at the base of the door to prevent smoke from entering the room.
3. Attract the Fire Department’s attention by hanging an object (bed sheet, jacket, etc.) out of the window.
4. Call the University Police Department by dialing 9-1-1 (from a hard wired phone) or 415-338-2222 immediately and report your situation. Be sure to give the name of your building and your room number.

There are two (2) rescue assistance areas located on the 4th floor of Mary Park Hall designed for residents with mobility issues who may not be able to easily evacuate the building. These rescue assistance areas are equipped with a magnetic fire door to block smoke and heat and an intercom system which connects anyone inside to the University Police Dispatcher. If you are a resident with a mobility condition which limits your ability to easily evacuate the building, you may use these two (2) rescue assistance areas to call for help.

**Fire Safety Training – Professional Staff**

University Housing Staff (Including Resident Assistants) attend bi-annual training sessions, in which fire/life safety procedures are discussed along with other emergency preparedness topics. This training is presented by the department of Residential Life in consultation with the campus department of Environmental Health and Safety. Special building related concerns are discussed in this forum and then those topics are passed to the building occupants through floor/section meetings that are held on regular intervals. If an event takes place in one of the Residence Halls where the fire alarm was activated, each Resident Assistant talks about that incident with their group of students to use it as a learning opportunity and to hopefully deter a repeat of that event if there were any issues.

**Fire and Evacuation Information for Professional Staff**

*Actions to take if you discover a Fire*

At the first indication:

1. Safeguard life and isolate the fire.
2. Close all doors on your way out of the room. DO NOT LOCK DOORS.
3. Report fire and/or smoke by activating the nearest fire alarm.
4. Call the University Police Department by dial 9-1-1 (from a hard wired phone) or 415-338-2222.
5. Slowly, state “I want to report a fire”. Give your location (building, floor, and room number).
6. DO NOT ATTEMPT to fight a fire alone. Report the fire immediately to 9-1-1 (from a hard wired phone) or 415-338-2222. Firefighting should be delegated to trained firefighters. The possible exception would be a minor fire which could be extinguished with a portable fire extinguisher. Be sure to use the correct type of extinguisher.
7. Direct those persons in the immediate vicinity to assist in the fire in the fire containment and to notify the Building Emergency Coordinator.
8. Beware of special hazardous materials requiring special firefighting precautions.
9. When the building evacuation/fire alarm is sounded or when you are told to leave by police personnel or by the Building Emergency Coordinator walk quickly to the nearest marked exit and alert others to do the same.
10. ASSIST those persons who are disabled in exiting the building! Do not use elevators during a fire.
11. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor. Smoke is the greatest danger in a fire so stay near the floor where the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location.

**Description of Residence Halls with Fire/Life Safety Improvements**

Below is a description of each On-Campus Student Facility and Fire Safety System.

**Mary Ward Hall**

Mary Ward Hall is a six (6) story residence hall constructed in 1960. The building contains 421 students, 8 Resident Assistants (RA) and 1 Area Coordinator (AC) (in Mary Ward & Mary Park). The building has a front desk attendant 24 hours a day, 7 days a week. There is a sprinkler system in each of the janitor closets. The occupant rooms contain smoke detectors connected through a Simplex system that report directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has at least one Resident Assistant (RA) to assist in emergencies and with evacuations.

**Mary Park Hall**

Mary Park Hall is a six (6) story residence hall constructed in 1960. The building contains 421 students, 8 Resident Assistants, 1 Area Coordinator (AC) (in Mary Ward & Mary Park) and 1 Graduate Assistant (GA). The building has a front desk attendant 24 hours a day, 7 days a week. There is a sprinkler system in each of the janitor closets. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has at least one Resident Assistant (RA) to assist in emergencies and with evacuations. There are 2 rescue assistance areas located on the 4th floor of Mary Park Hall designed for residents with mobility issues who may not be able to easily evacuate the building.
Towers Jr. Suites (Living Learning Community formerly STTC)

The Towers Jr. Suites is a five (5) story residence hall with (3) occupant floors constructed in 1991. The building contains 104 students, 3 Resident Assistants (RA) and 1 Area Coordinator (AC) (for both TCS-TJS). The building has a front desk attendant 24 hours a day, 7 days a week. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system’s fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms, elevator landings each have a smoke detector. Each floor of occupant rooms has at least one Resident Assistant (RA) to assist in emergencies and with evacuations.

Towers at Centennial Square (TCS)

The Towers at Centennial Square (TCS) is a 15 story residence apartment building with (14) occupant floors constructed in 1991. The building contains 588 students, 14 Resident Assistants (RA), 1 Area Coordinator (AC) (for both TCS-TJS) and 1 Graduate Assistant (GA). The building has a front desk attendant 24 hours a day, 7 days a week. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system’s fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms, elevators and elevator landings each have a smoke detector. Each floor of occupant rooms has one Resident Assistant (RA) to assist in emergencies and with evacuations. (The 14th floor RA is responsible for the 15th floor emergencies and evacuations).

Village at Centennial Square – Bldg. A/B

The Village at Centennial Square – Bldg. A/B is a 6 story residence apartment building constructed in 1999. The building contains 605 students, 18 Resident Assistants (RA) and 1 Area Coordinator (AC) (for Village A/B & C) and 1 Graduate Assistant (GA) (for Village A/B & C). The building has a front desk attendant 24 hours a day, 7 days a week. The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system’s fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has 1 Resident Assistant (RA) to assist in emergencies and with evacuations. Several floors have additional RA staffing.

Village at Centennial Square – Bldg. C

The Village at Centennial Square – Bldg. C is 4 story residence apartment building constructed in 1999. The building contains 124 students, 3 Resident Assistants (RA), 1 Area Coordinator (AC) (for Village A/B & C) and 1 Graduate Assistant (for Village A/B & C). The building has a fire sprinkler system. The occupant rooms contain smoke detectors connected through a Simplex system that reports directly to the main fire alarm control panel which is monitored by the University Police Department 24 hours a day, 7 days a week. The sprinkler system’s fire risers are also connected through the Simplex system to set off the main fire alarm. The corridors, restrooms and elevator landings each have a smoke detector. Each floor of occupant rooms has 1 Resident Assistant (RA) is available to assist in emergencies and with evacuations. (The 2nd floor RA is responsible for emergencies and evacuations on the 1st floor).
<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Number of Beds</th>
<th>Sprinkler</th>
<th>Fire Drills</th>
<th>Fire Extinguishers</th>
<th>Fire Alarm</th>
<th>Smoke Detector in Each Residence Hall Room tied to Main FACP</th>
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*Mary Ward and Park Hall do not have fire sprinklers inside of the occupant rooms. All other rooms in these buildings have fire sprinklers. The grandfather clause was applied to these buildings for compliance with current building and fire codes.

**Policies and Rules**

**General**

No flammable material is allowed on room doors, a small approved message board may be used. Furniture and other items may not be placed inside the doorway (including hanging beads, drapes, etc.) that impede entrance to or exit from the room. Fire suppression sprinkler heads must remain unobstructed and must not be tampered with at all times. No items may be hung from or stored closer than 18” from any sprinkler head. Fire code 1988 UBC, Section 3305h1 requires doors to be self-closing. The California State Fire Marshall requires that no doors be propped open with any object or dismantling of any door-closing device.

**Electrical Appliances**

- UL-approved automatic electrical coffee makers are permitted.
- UL-approved irons and hair dryers are permitted.
- Household-size refrigerators are not permitted in the Residence Community unless provided to you in your apartment. However, small (5.5 cubic feet or smaller) units are permitted.
- Microwaves are permitted.
- UL-approved popcorn poppers with a contained heating element and an automatic turn-off feature are permitted.
- UL-approved toasters are permitted with the apartment community only.
- No other electrical cooking appliances are permitted.
Open Flames

In accordance with California State Fire Codes open flames are prohibited. The burning of candles, incense or any other item requiring an open flame is prohibited. Requests may be made with the Area Coordinator for special purposes that may require the use of an open flame.

Smoking

SF State is a smoke-free campus. Pursuant to the California State University Chancellor’s Executive Order 599 and California State law, smoking is prohibited in all state buildings. Smoking is not permitted in any location (student room or common area) in or around the Residence Community. Smoking is prohibited on University owned or leased property except for in officially posted designated smoking areas.

Tampering with Building Fire Alarm Systems

It is against State Law to tamper with any part of a building fire alarm system, including smoke detectors, fire hoses or extinguishers. Any person activating a false fire alarm or violating any provision of the State Fire Law is subject to University disciplinary action, (revocation of his/her Housing License and/or other formal disciplinary measures), and criminal prosecution. Pulling a FALSE fire alarm as a prank will result in resident eviction.

Campus Fire Statistics 2012 through 2014

<p>|                     | San Francisco State University Main Campus |                             |                             |                             |
|---------------------|-------------------------------------------|                             |                             |                             |
|                     | Village at Centennial Square               | Towers at Centennial Square  | Science and Technology Theme | Mary Park Hall               |
| Unintentional Fire  | 0 1 0                                      | 0 0 0                       | 0 0 0                       | 0 0 0                       |
| Cooking             | 0 0 0                                      | 0 0 0                       | 0 0 0                       | 0 0 0                       |
| Smoking Materials   | 0 0 0                                      | 0 0 0                       | 0 0 0                       | 0 0 0                       |
| Open Flame          | 1 0 0                                      | 0 0 0                       | 0 0 0                       | 0 0 0                       |
| Electrical          | 0 0 0                                      | 0 0 0                       | 0 0 0                       | 0 0 0                       |
| Heating Equipment   | 0 0 0                                      | 0 0 0                       | 0 0 0                       | 0 0 0                       |
| Hazardous Products  | 0 0 0                                      | 0 0 0                       | 0 0 0                       | 0 0 0                       |
| Machinery / Industrial | 0 0 0                                  | 0 0 0                       | 0 0 0                       | 0 0 0                       |
| Natural             | 0 0 0                                      | 0 0 0                       | 0 0 0                       | 0 0 0                       |
| Other               | 0 0 0                                      | 0 0 0                       | 0 0 0                       | 1 0 0                       |
| Intentional         | 0 0 0                                      | 0 0 0                       | 0 0 0                       | 0 0 0                       |</p>
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