SAN FRANCISCO STATE UNIVERSITY

2018 ANNUAL SECURITY REPORT

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

CLERY CRIME STATISTICS 2015-2017
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Welcome to San Francisco State University!

Dear Campus Community Member,

On behalf of the San Francisco State University, I am pleased to present the 2018 Annual Security Report, which is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Even given our urban setting, our campus is a relatively safe place for people to live, learn and work. However, we are also not completely immune to crime or violence.

The Clery Act is a federal law that provides transparency regarding campus crime and statistics. Along with annual reporting of statistics regarding crimes committed on and around our campus, it includes important information about crime reporting, crime prevention, victims’ rights, and information campaigns that raise awareness of how we can create and maintain a supportive campus community.

As members of the San Francisco State University 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.

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.

Thank you for your interest,

Jason Wu
Assistant Vice President & Chief of Police
Division of Campus Safety
PREPARING THE ANNUAL SECURITY REPORT

San Francisco State University prepares the Annual Security Report (ASR) 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 ASR, which contains crime statistic information and important safety policies.

The Clery Review Committee serves as our Clery Compliance Team and was established as of 2016-2017 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 Report (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 will also ensure that San Francisco State University fully implements CSU Executive Order 1107 in our institutional Clery compliance efforts. For complete information on CSU Executive Order 1107, you may visit this link: https://www.calstate.edu/eo/EO-1107.html.

On a monthly basis, 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 Assistant Vice President for Campus Safety & Chief of University Police (or designee), or Clery Manager shall serve as the Clery Review Committee Team Leader. The Clery Review Committee Team Leader shall be responsible for preparing and setting the agenda for the monthly meeting, trainings, and requisite Legal Updates. To ensure complete compliance with the Clery Act, the Clery 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 Clery 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. The members of the Clery 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 Clery 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:

San Francisco State University Annual Security Report
• 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

The Clery Act reportable crime statistics for the University are collected and collated by the San Francisco State University Title IX office and the UPD. The Manager for Equity Programs & Compliance maintains & reviews Clery Act crime statistics for the Title IX office from incident reports submitted by our Campus Security Authorities. The UPD Records Supervisor maintains & reviews Clery Act crime statistics for the UPD from crime reports completed by UPD Police Officers and crime reports provided to the UPD by our neighboring law enforcement agencies with who the University has established collaborative relationships. The Clery Review Committee will review Clery Act reportable crime statistics on an on-going basis at the monthly meetings for inclusion in the ASR.

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:

• Campus; and on-campus residence halls;
• Public Property adjacent to the University; and
• Non-Campus Property.

The following crimes must be reported:

• Murder/Non-negligent manslaughter
• Sex offenses: Rape; Fondling; Incest; Statutory Rape
• 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 law violations and hate crimes by classification. Statistics on campus disciplinary referrals are collected from the offices of Residential Life and Student Conduct.

Students can also obtain the report on the San Francisco State University 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 Annual Security Report is provided.)

Additionally, Students may also obtain a copy of the Campus Security report via the Student Right to Know page on the Registrar’s website: http://registrar.sfsu.edu/righttoknow.

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.

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

### CRIME STATISTICS: SAN FRANCISCO STATE UNIVERSITY – MAIN CAMPUS

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### Offenses

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HATE CRIMES

The following hate crime statistics are compiled from Main Campus:

2015 - There was one (1) hate crime reported. The crime was a simple assault at the San Francisco State University Main Campus in on-campus property and the bias categories were ethnicity and national origin.

2016 – There was one (1) hate crime reported. The report was a battery incident at the San Francisco State University Main Campus in on-campus property and the bias category was perceived characteristics of ethnicity.

2017- There was one (1) hate crime reported. The report was a criminal threats incident at the San Francisco State University Main Campus in on-campus property and the bias categories were race, ethnicity, and sexual orientation.
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HATE CRIMES

The following hate crime statistics are compiled from the Downtown Center:

2015 - There were no reported hate crimes.

2016 – There was one (1) hate crime reported. The report was an aggravated assault at the Downtown Center Campus on public property (sidewalk) and the bias category was sexual orientation.

2017- There were no reported hate crimes.

CRIME STATISTICS: SAN FRANCISCO STATE UNIVERSITY – THE ESTUARY & OCEAN SCIENCE CENTER

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San Francisco State University Annual Security Report
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HATE CRIMES

The following hate crime statistics are compiled from the Romberg Tiburon Center:

2015 - There were no reported hate crimes.

2016 – There were no reported hate crimes.

2017- There were no reported hate crimes.

HATE CRIMES

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. Hate crime includes any offense in the following group: murder and non-negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft arsons, larceny-theft, simple assault, intimidation, destruction/damages/vandalism of property.

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

In response to the 2017 Hate Crimes in California audit conducted by the California State Auditor (audit report #2017-131), which can be found at this link: [https://www.auditor.ca.gov/pdfs/reports/2017-131.pdf](https://www.auditor.ca.gov/pdfs/reports/2017-131.pdf), the San Francisco State University Police department has complied with the recommendations from the State Auditor by implementing the following measures:

- The University Police has updated our hate crimes policies and procedures, implemented supplemental hate crime reports, and required officers to use those reports.
- The University Police Department’s Professional Standards & Training Unit (PTSU) will conduct an annual review of our hate crimes policy to ensure compliance with the Hate Crimes Guidelines provided by the California Department of Justice (DOI).
- Training on the updated hate crimes policy and procedures will be completed with all University Police department staff on an annual basis.
- On a monthly basis, the Professional Standards & Training Unit will conduct a case review to validate the correct classification of completed reports.
Additionally, the University Police has implemented a process to provide the Department of Justice (DOJ) with monthly notifications of hate crimes, as part of the monthly (UCR) Uniform Crime Reporting statistical submission whether or not there was a hate crime reported.

REPORTING CRIMINAL ACTIONS & EMERGENCIES

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, 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 to Student Affairs & Enrollment Management staff or any campus administrator.

San Francisco State University 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 of the greater Bay Area; promote excellence in instruction and intellectual accomplishment and; provides broadly accessible higher education to the region and state, as well as the nation and the world.

The University Police Department assists with 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. San Francisco State University 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, San Francisco State University 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.

To minimize the number of criminal incidents on the Main Campus, caring and committed Residential Life staff, professionally trained University police officers, students, and members of the wider campus community participate in a number of shared responsibilities to ensure that the campus community and their possessions are protected.
San Francisco State University Main Campus:

- Located at 1600 Holloway Ave. San Francisco, CA 94132
- 415-338-2222 to contact University Police Dispatch, 24/7
- 9-1-1 from any campus phone (dialing 9-1-1 from your cell phone will connect you to San Francisco Police Department who will forward the call to the University Police Department upon request)
- Emergency (Blue light) direct connect emergency phones located various areas of San Francisco State University, can be used and you will be connected to University Police Dispatch
- Elevator phones are also available for assistance and they will connect you to University Police.
- 415-338-7200 (UPD non-emergency line)
- 415-338-3030 (Anonymous Crime Tip line)
- Anonymous Tip Reporting - (via UPD website) can be filed at: http://upd.sfsu.edu/html/anontip
- UPD general email address: upd@sfsu.edu

San Francisco State University Downtown Center Campus:

- Located at 835 Market Street - San Francisco, CA 94105 on the 5th and 6th floors
- 415-553-0123 to report non-emergency situations to San Francisco Police Department
- 415-553-8090 to reach SFPD Dispatch directly
- 9-1-1 to report Life Threatening Emergencies or Crimes in-progress (to SFPD)
- SFPD Online Reporting options - http://sanfranciscopolice.org/REPORTs
- SFPD Tenderloin Station email - mailto:SFPDTenderloinStation@sfgov.org
- SFPD Tenderloin Station Website - http://sanfranciscopolice.org/Tenderloin-station

San Francisco State University Estuary & Ocean Science Center:

- Located at 3152 Paradise Drive - Tiburon, CA 94920
- (415) 479-2311 to report non-emergency situations to the Marin County Sheriff Office
- 9-1-1 to report Life Threatening Emergencies or Crimes in-progress (to Marin County Sheriff)
- Marin County Sheriff’s Office website - https://www.marinsheriff.org/contact

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
- SFPD Online Reporting options - http://sanfranciscopolice.org/REPORTs
- 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.)
• Anonymous Tip via SFPD website-
• SFPD.Taraval.Station@sfgov.org (SFPD Taraval Station email- District location for San Francisco State University)
• 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 offices:

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<tr>
<th>V.P. for Student Affairs &amp; Enrollment Management; Title IX Coordinator</th>
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<tr>
<td>Associate Vice President &amp; Dean of Students</td>
<td>415-338-2032, Student Services, Room 403</td>
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<td>Equity Programs &amp; Compliance Manager</td>
<td>415-338-2032, Student Services, Room 403</td>
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<tr>
<td>Director of Student Conduct</td>
<td>415-405-3960, Student Services, Room 402</td>
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<tr>
<td>Director of Residential Life</td>
<td>415-338-1822, Mary Ward Hall, Office #6</td>
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<tr>
<td>Director, Counseling &amp; Psychological Services Center</td>
<td>415-338-2208, Student Services, Room 208</td>
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<tr>
<td>Human Resources</td>
<td>415-338-1872, Administration, Room 252</td>
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**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://upd.sfsu.edu/crimelog. 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 (see http://titleix.sfsu.edu/).

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.

**CAMPUS SECURITY AUTHORITIES**

Although San Francisco State University 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 San Francisco State University’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 San Francisco State University, in addition to University police officers, CSAs 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 San Francisco State University’s A to Z Directory at [http://www.sfsu.edu/atoz/](http://www.sfsu.edu/atoz/).

San Francisco State University provides a CSA Incident Reporting form to assist CSA’s in fulfilling their CSA-related reporting duties on an on-going basis and in a timely manner. CSA’s may obtain the CSA Incident Reporting form at: [https://cm.maxient.com/reportingform.php?SFStateUniv&layout_id=2](https://cm.maxient.com/reportingform.php?SFStateUniv&layout_id=2)

For additional reference, community members can obtain the San Francisco State University CSA brochure at [http://upd.sfsu.edu/sites/default/files/assets/clery/SFSUCSABrochure.pdf](http://upd.sfsu.edu/sites/default/files/assets/clery/SFSUCSABrochure.pdf). The CSA brochure is also available on the UPD and San Francisco State University Title IX websites.
ANONYMOUS REPORTING PROCEDURES

You may also submit an anonymous tip via the UPD Anonymous Tip Reporting form which can be found at http://upd.sfsu.edu/html/anontip.

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.

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. San Francisco State University directs students, faculty and staff to the S.A.F.E. Place, (http://psyservs.sfsu.edu/content/safe-place; 415-338-2208) a confidential 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.

TIMELY WARNINGS

San Francisco State University will issue a Timely Warning bulletin in compliance with Executive Order 1107, when a Clery Act related crime is reported to have occurred on Clery geography (on-campus, housing, non-campus, or public property), and when it constitutes an ongoing or imminent threat to community safety and welfare.

The primary intent of this policy is to provide members of the community with information to aid in preventing them from becoming a victim of crimes posing a serious or ongoing threat to the campus communities. Additionally, it is intended to provide faculty, staff, and students with timely information about Clery Act-reportable crimes occurring within defined Clery Act geography of their campuses, and to comply with the Timely Warning requirements of the Jeanne Clery Act. Lastly, the intent of this policy is to provide uniformity in the manner in which CSU campuses evaluate and communicate the occurrence of these crimes.

CSU campuses will keep their campus community informed by providing a timely warning as required by the Clery Act:

The Chief of Police (or a management designee in the absence of the Chief) will confer with the Clery Director or designee, if available, upon receiving a report of an incident reported to a CSA and/or UPD, will analyze the known pertinent facts of a reported incident to determine whether the incident meets all of the following factors: 1) is a Clery reportable crime; 2) occurred on Clery geography; and 3) poses
a serious or ongoing threat to the community. If it is determined that any of the three factors is not met, then no timely warning will be issued. If it is determined that all three factors are met, a timely warning shall be issued expeditiously.

If the Clery Director or designee is unavailable, the Chief or the management designee in the absence of the Chief, proceeds with the above-described analysis. The unavailability of the Clery Director shall not unduly delay the issuance of a timely warning to the community.

Each reported incident must be analyzed on a case-by-case basis. All known factors should be considered in the required case-by-case analysis to determine whether a timely warning should be issued. No single factor should control the decision regarding the issuing a timely warning. Campuses are prohibited from circumventing the Clery Act-required case-by-case analysis by issuing a blanket rule that timely warnings will be issued for all reports of any given Clery reportable crime. Requests to the campus from an outside law enforcement agency to refrain from issuing a timely warning alone is insufficient grounds for not issuing or delaying the issuing of a timely warning, unless the UPD Chief concurs that an identified risk can be articulated that would compromise the law enforcement efforts of the outside agency investigating the crime to gather evidence and/or apprehend suspect(s) if the warning is issued.

The case-by-case analysis will involve reviewing many factors including, but not limited to, the following, if known:

- The timing of the report: shortly after the occurrence of the crime vs. days or weeks after the occurrence of the crime, i.e., a “cold report”
- Physical injury to the victim
- Use of weapons
- Forced entry used and/or tools used in commission of the crime
- A suspect arrested or incapacitated by injury
- A suspect that is identified or otherwise can be located by law enforcement
- A suspect that is out of the area
- A victim who fears for their safety from the suspect
- A clear modus operandi and/or pre-planning indicated
• Multiple suspect(s) involved
• A pattern of similar crimes established

The possible risk of compromising law enforcement efforts, such as to gather evidence and/or apprehend suspect(s), if a warning was issued. The Clery Director or designee notifies the campus president, as soon as practicable, that a timely warning will or has been issued.

The Chief of Police and/or management designee is responsible for collaborating with surrounding law enforcement agencies to encourage them to share information with UPD about crimes reported to local law enforcement that occur in Clery Act geography.

Nothing in this policy precludes campuses from maintaining a campus policy about informing, re-publicizing and/or sharing with the campus community crimes or other information notices, e.g., traffic advisories, events, prevention information, the campus deems may be of interest to the campus community. Such a policy is separate and distinct from the timely warning policy. Such notices must look or be distributed in a manner that assures that members of the community understand the notice is different from a timely warning notification required by the Clery Act; members of the campus community should not be misled to believe such notices are timely warnings.

When a timely warning is issued it shall be entitled “Timely Warning Crime Bulletin” and contain the following:

• A statement that reads, “This Timely Warning Bulletin is being issued in compliance with the Jeanne Clery Act and the purpose is to provide preventative information to the campus community to aid members from becoming the victim of a similar crime.”

• Identify the Clery Act reportable crime that occurred (i.e. rape, burglary, motor vehicle theft, arson, etc.)

• The date, time, and location the crime occurred

• The date the Timely Warning Bulletin is issued

• Description of the suspect, if known, and especially when law enforcement is seeking assistance from the public to locate

• At least three preventative tips or points of information specifically related to the type of crime which occurred that could help others from becoming the victim of a similar crime

• The phone number of UPD and a statement encouraging community members to report all information about crimes to UPD
• If appropriate, the phone number of support services

The Timely Warning Bulletins shall not include, under any circumstances, the name of the victim, or information so specific (i.e. specific address or dorm room number or floor) that would or likely could identify the victim of the crimes of sexual violence, rape, dating violence, domestic violence, or stalking. Timely Warning Bulletins should use gender and culturally inclusive language and avoid victim blaming language.

Timely warnings will be distributed as quickly as possible in a manner that will likely reach the entire campus community. Distribution methods vary from campus-to-campus and include, but are not limited to, any of the following:

• All employee and student e-mail distribution

• University website

• Public area video display monitors

• Hard copies posted on campus building entrance doors

• Press Release

This list is not intended to be exhaustive and is not intended to prioritize the method of distribution. The Chief of Police will confer with the Clery Director or designee, if available, to determine the most appropriate method(s) to distribute a Timely Warning Crime Bulletin. In the absence of the Clery Director for designee, the Chief of Police will decide the appropriate method of distribution. Campuses are required to maintain a list of the methods of distribution for timely warnings and include said list in the campus’ ASR.

Copies of all Timely Warning Bulletins are kept by UPD, filed by calendar year, and retained for a period of 7 calendar years. Copies shall be provided to the Clery Director annually. The Clery Directors are encouraged to notate the daily crime log entry and/or UPD crime # or CSA report with timely warning bulletin records.

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).
VOLUNTARY CONFIDENTIAL REPORTING

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

i. The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and

ii. The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

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 415-338-3068, or by sending an email to the general UPD email address upd@sfsu.edu.

SECURITY OF AND ACCESS TO 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. In the event of a campus closure due to an emergency response effort, access to buildings will be determined on a case-by-case basis and conveyed in writing to campus administrators and offices. Community members shall comply with authorized campus closure directives when provided. Holiday access is treated as weekend access. University Executive Directive 94-17 can be accessed directly at http://policiesandpracticdirectives.sfsu.edu/sites/default/files/ued94_17_0.pdf.

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 Facilities & Services Enterprises 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. You may use this link for more information on Facilities & Services Enterprises: http://sfstatefacilities.sfsu.edu/node/33.

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.

SAFETY, MAINTENANCE AND SECURITY ACCESS IN THE RESIDENTIAL COMMUNITY

Residential Community (Central, North, and South Campus)

Residential Life staffs professional Area Coordinator and Residential Coordinators along with student Resident and Community Assistants, who are all members of the University Housing team, live on campus and provide 24-hour crisis coverage. Student room doors should be locked at all times even when occupied. Residents with automobiles may park them in a reserved carport space after purchasing a semester permit. Most importantly, residents are reminded to observe building security procedures and to notify Residential Life team members 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 2013, the Prevention Programs unit (currently the Health Promotion & Wellness Unit) launched a web-based sexual assault prevention and alcohol abuse awareness online program called Campus Clarity. All first-year students including transfer and graduate students are required to take this program.

The community has a team of student Resident Assistants and professional Area and Residential Coordinators who reside in the community with students. Resident or Community Assistants are available to provide help in anything from roommate conflicts to directions on how to get to the nearest supermarket. Residential Life offers a wide variety of social, educational, and academic support programs.

All Residential Life team members in the residence community undergo comprehensive training throughout the year for both prevention and response regarding safety/security issues. As part of their responsibility for campus security, both student and professional staff participate in trainings and workshops related to issues with substance abuse, education and prevention of sexual assault, and general community security.
Central Campus

San Francisco State University offers two traditional residence halls and has two multi-story complexes, which provide on-campus housing for approximately 2200 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. All of the central campus residential buildings (Mary Ward Hall, Mary Park Hall, Village, Towers, and the Towers Jr. Suites) have 24-hour community desk staffing as extra safety coverage.

Residents with automobiles may park them in Lot 25, the Village Garage after purchasing a semester or daily permit.

All building contain 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. Residential Life team members provide evening rounds and enforce University and Housing policy. There are professional staff members On-duty each night and one Director-level professional staff member on duty each night.

Mary Ward and Mary Park Halls

The Residence Halls house approximately 840 first-time first-year students. 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.

Towers at Centennial Square & Towers, Junior Suites

The “Towers” is a 15-story apartment building which houses approximately 550 first-time first-year students. Towers junior suites is a 5-story suite-style (shared room with private bathroom) housing approximately 100 first-time first-year students. 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 electronic card access to the exterior doors and 24-hour front desk employees.
**The Village at Centennial Square**

The Village at Centennial Square which houses 760 mostly first-time first-year students with some continuing first-year and second-year 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.

**South Campus**

San Francisco State University offers two traditional residence halls and has two multi-story complexes, which provide on-campus housing for approximately 400 students. All buildings are owned and managed by San Francisco State University. Crime prevention programs include orientation workshops, individual floor meetings, residential community-wide presentations and educational programs. South Campus residential buildings (University Park South) have 16-hour community desk staffing operating in the Residential Life office.

Residents with automobiles may park them reserved carport spaces after purchasing a semester permit. Exterior doors to apartments open to the general public and are not monitored by a central source. There are two Resident Assistants on duty each evening Sunday through Thursday night and 24 hours starting Friday at 5pm to Monday mornings. Residential Life team members provide evening rounds and enforce University and Housing policy. There are professional staff members On-duty each night and one Director-level professional staff member on duty each night. The Resident Assistant On-Duty Teams are supplemented with Community Service Officers who provide pedestrian patrol in the community Wednesday thru Saturday night.

**University Park South (Blocks 1, 2, 5, 6, 41 and 42 forming the perimeter of South Campus)**

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.

The following is a list of available entrances to various blocks:

- 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.

**North Campus**

San Francisco State University offers four apartment-style towers and garden homes, which provide on-campus housing for approximately 1100 students and approximately 500 faculty, staff, and nonaffiliated residents. All buildings are owned and managed by San Francisco State University.
Security safeguards within the residence community include restricted access, video surveillance. Crime prevention programs include orientation workshops, individual floor meetings, residential community-wide presentations and educational programs. North Campus residential buildings (University Park North) have 16-hour community desk staffing operating in the Residential Life office.

Residents with automobiles may park them reserved carport spaces after purchasing a semester permit. Exterior doors to apartments open to the general public in the garden homes and to central hallways in the towers and are generally not monitored by a central source. 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. Residential Life team members provide evening rounds and enforce University and Housing policy. There are professional staff members On-duty each night and one Director-level professional staff member on duty each night. The Resident Assistant On-Duty Teams are supplemented with Community Service Officers who provide pedestrian patrol in the community Wednesday thru Saturday night.

University Park North (Blocks 1 thru 14 forming the perimeter of North Campus) 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 is filled on a first come, first served basis. Priority is given first to students, then to faculty and staff, and finally to residents of the area.

Student apartments are both furnished and unfurnished. All faculty, staff, and nonaffiliated resident 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 and managed by San Francisco State University.

**LAW 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.
University police 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 State law enforcement Officers. In addition, California State University police officers undergo training specially designed to meet the needs of the campus community after graduation from an academy. All sworn police 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 SAN FRANCISCO STATE UNIVERSITY POLICE AND SAN FRANCISCO POLICE DEPARTMENT**

The University Police Department works 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 San Francisco State University 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.
SECURITY PROCEDURES AND PRACTICES

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 PROGRAMS

1. The department’s crime prevention function is a shared responsibility of all employees, but specific duties are assigned to the Commanding Officer of Crime Prevention Unit, Community Liaison Unit, and the Investigations unit personnel.
2. The department’s Crime Prevention Unit 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 their designee will prepare a comprehensive written evaluation of the agency’s crime prevention programs, at least once every four years.

Crime Prevention Unit 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.

For the 2017 calendar year, the UPD Crime Prevention Unit conducted 75 crime prevention activities around the campus community (which includes 21 presentations and 54 tabling’s). The following table shows the breakdown by semester:

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<tr>
<th>Semester</th>
<th>Presentations</th>
<th>Tabling</th>
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<tr>
<td>Spring</td>
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<tr>
<td>Summer</td>
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<td>Fall</td>
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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, self-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. For more information on our Crime Prevention, please visit the UPD website at: http://upd.sfsu.edu/html/crime_prevention.

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.

CAMPUS ALLIANCE FOR A RISK-FREE ENVIRONMENT (C.A.R.E.)

The University Police Department provides a safety 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://upd.sfsu.edu/html/care for more information.

EMERGENCY CAMPUS PHONES

Emergency phones are spread throughout the campus including every level of the main parking garage. Emergency phones are clearly marked and when activated connect directly to the University Police Dispatch Center. For more information on emergency phones you may use this link http://upd.sfsu.edu/html/emergency-phones.
Emergency Phones are labeled on the SFSU Campus map with an 🥇. The online version of the campus map is broken into four sections. Click on any one of those sections to zoom in and view where the emergency phones are located. To view the online map, please see the SFSU Map Page.

COMMUNITY LIAISON UNIT

The Community Liaison Unit was created to help foster a stronger working relationship between the University Police Department and the SFSU community it serves. The Community Liaison Unit works with multiple campus organizations, community organizations, advocacy groups, and individual students through education, involvement, and policing initiatives. As a result of these working partnerships, the Community Liaison Unit is able to develop pro-active crime prevention projects by analyzing crime hazards in our community and coming up with strategies to help mitigate them. The unit also provides members of the University community with a variety of services, including safety presentations and community outreach initiatives. For more information on the Community Liaison Unit please visit our website at http://upd.sfsu.edu/content/community-liaison-unit.

INTERNET SAFETY ZONE

The University Police Department launched the “Internet Sale Safety Zone” July 2017 as a key safety awareness component of the Crime Prevention and Community Liaison Programs. The University Police Department has designated parking spots in front of the current San Francisco State University Police station as “Internet purchase exchange locations” that will allow students, staff and faculty to safely conduct and complete internet sale transactions they have made online in familiar surroundings. The spaces provided are monitored by video surveillance 24-hours-a-day and police personnel are nearby to deter crimes that can occur during these types of transactions and ensure everyone’s safety.

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://upd.sfsu.edu/html/lost-and-found.

ORIENTATION: THE OFFICE OF NEW STUDENT PROGRAMS

Orientation is an important aspect in helping new San Francisco State University students prepare for college success. The Office of New Student Programs will offer guidance and resources that can help students get started at San Francisco State University. 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 and families. 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.

CRIMINAL ACTIVITY AT NONCAMPUS LOCATIONS OF STUDENT ORGANIZATIONS

When a San Francisco State University student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, State, or federal law enforcement. Many San Francisco State University students live in the neighborhoods of San Francisco. While local police have primary jurisdiction in all areas off-campus, UPD Officers can and do respond to student-related incidents that occur in close proximity to campus. Any student who has been arrested for or found guilty of committing a crime off-campus is subject to campus disciplinary adjudication for violation of Title V of the Student Code of Conduct. The Student Code of Conduct can be found at https://conduct.sfsu.edu/standards.

Student organizations may also use off-campus buildings or property on either a frequent or repeated use basis. Annually, and more frequently as needed, UPD will correspond with the appropriate law enforcement agencies to update the status of any non-campus building or property. Additionally, in a “reasonable good-faith effort” UPD will request the records for any criminal activity that may have occurred at those locations from local law enforcement agencies. UPD will coordinate with the Student Activities & Events office to assess for non-campus property of student organizations.

San Francisco State University does not formally recognize or support student organizations with non-campus housing facilities, and therefore does not have a policy concerning the monitoring and reporting of criminal activity at any such housing facility locations.

ALCOHOL AND OTHER DRUGS

As an academic community, San Francisco State University is committed to providing an environment in which everyone can learn and grow. However, the use and misuse of drugs can seriously affect members of the campus community. 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.

The University has a zero-tolerance policy regarding the use and sale of illegal drugs on the university campus or at any university-sponsored event off campus. The possession, transportation and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Alcoholic beverages
many 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 also enforces state laws regarding driving while under the influence of alcohol. A Police Officer can confiscate the license of any driver suspected to be driving under the influence who refuses to take a blood alcohol concentration (BAC) test. Anyone under 21 found in possession of alcohol can have their driver’s license taken away, even if the underage person was not drinking, drunk, or driving. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner, which impairs performance of assigned tasks in the workplace and/or academic environment. A more complete description of these regulations is contained in the following University Directives:

University Directive 89-12 (The Alcohol and Drug Policy)
https://policiesandpracticedirectives.sfsu.edu/sites/default/files/ued89_12_0.pdf

University Directive 90-15 (Policy on Substance Abuse in the Workplace)
https://policiesandpracticedirectives.sfsu.edu/sites/default/files/ued90_15_0.pdf

For questions and more information on these University Directives, you can send an email to the Compliance & Policy Coordinator at policies@sfsu.edu.

Student violators are subject to discipline through the Student Conduct process (refer to CSU Executive Order 1098, found at https://www.calstate.edu/EO/EO-1098-rev-6-23-15.html, which may result in either probation, suspension, or expulsion from the University and/or the CSU system. This may also include removal from University Housing. Parents or guardians may be notified about any disciplinary violation involving alcohol or a controlled substance that 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, dismissal, requirement to participate fully in an approved counseling or rehabilitation program, or other applicable legal sanctions under local, state and federal laws.

All members of the campus community may be subject to criminal prosecution for violation of applicable local, state, or federal laws.

**HEALTH RISKS ASSOCIATED WITH ALCOHOL ABUSE OR ILLICIT DRUG USE**

Substance use is linked to serious negative health effects including chronic diseases, increased risk of injury, and in some cases overdose. When taken in large quantities, alcohol can negatively affect many parts of the body including the brain, heart, liver, pancreas, and immune system. It can also increase risk of developing certain cancers including mouth, esophagus, throat, liver and breast cancer. Mixing
alcohol and prescription or illicit drugs can also have serious negative effects including the increased risk of heart attack.

For more information please visit: http://bulletin.sfsu.edu/policies-procedures/regulations-procedures/drugs-alcohol/

PROGRAMS AND RESOURCES FOR SUPPORT:

HEALTH PROMOTION & WELLNESS

Health Promotion & Wellness provides health education through workshops and seminars on topics related to alcohol and other drugs, 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 can be found at http://wellness.sfsu.edu.

COUNSELING & PSYCHOLOGICAL SERVICES

Counseling & Psychological Services provides culturally sensitive information and support services for students grappling with substance related problems through assessment, counseling and referrals. Services are free and confidential. The Center is located in the Student Services Building, Room 208 and can be reached at 415-338-2208 or http://psyservs.sfsu.edu.

SEXUAL VIOLENCE

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

The University seeks to provide an education environment in which students, faculty, and staff work together in an atmosphere free of Sexual Misconduct, including Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence and Stalking. Every member of the University community shall be aware that Sexual Misconduct, and/or acts of violence with a sexual nature directed toward another person will not be tolerated and are prohibited by federal and state law and University policy. As members of the University community, students shall comply with University policies and guidelines in addition to federal, state, and local laws whether on or off campus. The University will discipline persons identified as responsible for Sexual Misconduct, Dating or Domestic Violence, or Stalking as described in this report and University policy.
In an ongoing effort to prevent Sexual Misconduct, Dating Violence, Domestic Violence and Stalking, the University provides education and prevention programs, investigates complaints, dispenses corrective or disciplinary action where appropriate, provides referrals for medical care/counseling, modified classes, reduced course loads, campus housing changes, work assignment assistance, stay away orders, leaves of absence, and more. The University also provides information to victims on pursuing criminal action and obtaining protective orders if needed. University officials who are responsible for investigating and/or adjudicating cases of Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking receive annual training for compliance with federal, state and CSU system regulations.

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

PREVENTION, EDUCATION, AND AWARENESS

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 San Francisco State University 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.
BYSTANDER INTERVENTION

Bystander intervention includes the following four techniques known as the “Four Ds” campus community members can use to intervene and support our fellow community members:

- **“Direct”** - You can be direct when confronting a situation where someone else is being harmed or at risk of being harmed. In the case of witnessing a fight, the direct approach might involve asking the students who were fighting if everything is alright, or asking the other students in the room if they are as uncomfortable with the situation as you were. In the case of a depressed housemate, a direct approach might be letting them know you are concerned and asking if you can walk to Counseling & Psychological Services (CPS) with them.

- **“Distract”** - In a situation that involves more than one person, you can also distract one or both people involved. In a fight, this can allow people to cool off, and in cases of sexual violence, it can create an opportunity for the potential victim to get away. Distraction can also be useful for talking to friends with mental health concerns in addition to encouraging them to seek professional help. For example, if you suspect someone is suffering from an eating disorder, you can encourage that person to see themselves as more than just their eating disorder by talking about other aspects of their lives. The goal of distraction is to interrupt the harmful behavior, not necessarily to confront it.

- **“Delegate”** - You can delegate the task by looking for people to back you up when it’s time to intervene. Depending on the situation, that could mean asking for help from fellow party goers when you witness a fight or see sexual violence, or letting your Resident Assistant know that you have a housemate who is depressed or struggling with eating concerns. If you are unsure who to contact for help with a particular problem, check out this link to additional resources http://titleix.sfsu.edu/sites/sites7.sfsu.edu.titleix/files/RightsAndOptionsForVictimsOfSexualViolence.pdf. Delegating is great because it can create a shared sense of responsibility among community members.

- **“Delay”** - If the first 3 Ds don’t work for you or your situation, if you need to gather more information from an outside source, or if you feel like you missed an opportunity to intervene, don’t panic. You can also use a delayed response, such as following up and asking if someone is okay after the fact. The important thing is to show your fellow students that you care and are there to support them. (Fox, 2013)
ACTION CRISIS TEAM

The Action Crisis Team (ACT) is a multidisciplinary team of key campus partners established by the Student Affairs & Enrollment Management cabinet area 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 – ACT Co-Chair
- Associate Vice President & 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, Human Resources, the Student Activities & Events office, and the Career Services & Leadership Development office 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.

CAMPUS CLARITY: NEW STUDENT TRAINING

“Think About It” by 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 San Francisco State University offers assistance for those who may need additional information or support around these issues through the Health Promotion & Wellness Unit at clarity@sfsu.edu and The SAFE Place.

COUNSELING & PSYCHOLOGICAL SERVICES

The University Police Department works closely with the Counseling and Psychological Services (CPS). We work as a team in dealing with sensitive situations and we refer persons to Counseling and Psychological Services 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 can be 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.

Counseling and Psychological Services 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 CPS, 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

In 2015, San Francisco State University established the new Health Promotion & Wellness (HPW) unit to coordinate health education and promotion efforts for the San Francisco State University community, including programs targeted at the prevention of sexual violence.

During academic year 2016-2017, San Francisco State University’s Health Promotion & Wellness (HPW) unit provided the following sexual violence prevention education workshops, activities and programs in support of CSU Executive Order 1095 mandated sexual violence prevention efforts:

1. **Workshops on sex discrimination, sexual harassment, and sexual misconduct for campus Residential Life Resident Assistants (RAs):** On August 14, 2017, HPW conducted a training titled “Affirmative Consent and Affirming Survivors: Prevention, Support, and How You Can Help” to approximately 120 RAs in Residential Life. This is a unique training that not only includes education on affirmative consent, effective techniques for bystander intervention, and the importance of shifting norms in positively changing campus culture, but also provides skills building training for RAs regarding facilitation of a first-floor or area meeting with all campus residents during the first few weeks of the academic year. The first floor/area meeting that each RA facilitates with their residents covers basic issues of bystander intervention, consent, and safety in the residential halls. Through this training, HPW created a targeted intervention to first year freshman and transfer students living in the residential halls who are potentially more vulnerable to sexual misconduct.

2. **Education on sex discrimination, sexual harassment, and sexual misconduct is provided to all incoming students (freshman, transfers, international students, graduate students):** HPW
coordinates San Francisco State University’s efforts at providing sexual violence prevention education to all incoming students at our university. San Francisco State University uses EVERFI’s “Think About It” online workshop, which empowers students to make well-informed decisions about alcohol and sexuality, as well as to respond more effectively to the risky behaviors of peers. It also provides information to understand affirmative consent, healthy relationships, and effective communication. Additionally, CSU EO 1095 requires campuses to provide a “refresher” training to all campus students in order that there is a culture of ongoing consciousness raising and awareness about sexual violence. In AY 2016-2017, San Francisco State University offered EVERFI’s online workshop titled “Think About It: Continuing Students.”

3. **Sexual violence prevention education is provided to student members of fraternities and sororities:** In AY 2016-2017, HPW launched a successful pilot educational initiative for campus Greek students in collaboration with the national One Love Foundation. The initiative focuses on fostering discussion about intimate partner violence, unhealthy abusive relationships, strategies for empowering survivors, and leadership skills to create change in communities regarding the issue of sexual violence and abuse. The training, titled the “Escalation Workshop”, is a 90-minute workshop facilitated by trained peer leaders who engage their peers in meaningful guided discussion after watching an award-winning film about a couple in an increasingly dangerous relationship. In AY 2016-2017, HPW trained 60 Greek leaders in February 2017 who then held 11 Escalation workshops in April and May 2017 with 463 of their Greek peers.

HPW and the One Love Foundation will continue offering the “Escalation Workshop” this Fall at the 2017 2018 Greek Summit where we expect to reach almost 1,000 Greek Students. Additionally, HPW staff will be presenting the workshop “Men as Players, Women as Sluts, Six Pack Abs, & Big Butts: What Gender Means for Health.” The workshop will provide a basic understanding of gender, gender socialization, and its strong influence in health behaviors as a foundation to shed light on the gendered standards of health. The workshop will clarify the connection of how rigid gendered behaviors permeate interpersonal relationships and create power imbalances that increase risk of relationship violence and abuse.

4. **Sexual violence prevention education is provided to our student organization leaders:** In AY 2017-2018, HPW participated in San Francisco State University’s Leadership Symposium and cohosted the workshop “One Love: Changing the Statistics Around Relationship Abuse One Conversation at a Time” on September 9, 2017 to 47 student leaders with the national One Love Foundation. The workshop discussed the “Love Labyrinth” campaign which feature a short film screening highlighting the importance of recognizing subtle abusive behaviors in romantic and/or sexual relationships that can impact one’s self-esteem, independence, and ability to recognize the ideal healthy relationship one deserves. A discussion followed where students were engaged in dissecting the behaviors they identified in the film and how they relate to their personal experience and communities. The workshop concluded with opportunities to bring One Love’s work to students’ respective campus groups. Additionally, the
workshop served as a platform to promote the “What Is Love” event where the One Love Foundation and HPW staff are scheduled to participate, in collaboration with Associated Students’ The Women’s Center, in educational and awareness activities around domestic violence.

5. HPW coordinated educational outreach to San Francisco State University’s international students: Recognizing that international students may be at risk for sexual violence, HPW participated in San Francisco State University’s International Education Week (IEW) in November 2016 and in International Student Orientation in January 2017.

At IEW, HPW coordinated outdoor programming with our HPW Health Hut and distributed specific tailored flyers regarding consent, how to say no, and how to say no to alcohol. At the International Student Orientation in January 2017, HPW distributed the same materials described above, as well as materials related to Title IX.

6. In recognition of sexual assault awareness month in April 2017, HPW coordinated, in partnership with AS programs, our campus “Consent Week”: During Consent Week, HPW worked with AS student programs to support them in providing sexual violence prevention education targeting vulnerable populations on campus. The following programs were offered during the event:
   - Discussion on Queer/Trans Survivors
   - Walk Against Sexual Assault
   - May I Kiss You
   - Consent Café

EQUITY PROGRAMS & COMPLIANCE

Educational outreach and trainings are provided and facilitated to the campus community by members of the Equity Programs & Compliance team. The following policy and procedure trainings were conducted during Academic Year 2017-2018:

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<th>Fall 2017</th>
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<tbody>
<tr>
<td>Residential Life Student Staff</td>
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<tr>
<td>Residential Life Conduct Board</td>
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<tr>
<td>Associated Students Board of Directors</td>
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THE SEXUAL ABUSE FREE ENVIRONMENT (SAFE) PLACE

The SAFE Place provided Survivor focused support and resources for campus members dealing with past or recent incidents of sexual violence. SAFE Place services are trauma informed, free & confidential support to students, faculty and staff. We believe that providing safe spaces for Survivors & collaborating around violence prevention are key aspects to creating a safer and aware campus community.

SEXUAL ASSAULT INVESTIGATION TRAINED (SAIT) POLICE OFFICERS

The University Police department responds to and investigates reports of sexual assault when the victim files a report with the department. SAIT Officers are available to conduct investigations, interview victims and suspects, collect evidence, testify in court and refer victims to the appropriate services. SAIT Officers have special training in sexual assault investigations certified by California P.O.S.T.
STUDENT HEALTH SERVICES

The mission of San Francisco State University Student Health Services (SHS) is to provide accessible and cost-effective quality medical care for all registered students at San Francisco State University. 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/.

SUPPORT, ADVOCACY & RESPONSE TEAM (SART)

SART MISSION & DETAILS

The SAFE Place convenes the San Francisco State University Support, Advocacy & Resource Team (SART), a campus-wide team, to provide support services to students and employees who experienced sexual misconduct/sexual violence including sexual assault, domestic violence, and stalking. SART members were selected from a diverse grouping of staff from various departments including; Residential Life, Counseling & Psychological Services, Student Health Services, Athletics, Financial Aid, EOP, Student Activities & Events, Administration & Finance, and Health Promotion & Wellness. The SART provides an advisor of choice to both complainants and respondents. An advisor can accompany a complainant and respondent in any proceeding associated with CSU Executive Order 1095.

Beginning in June 2015, CSU Executive Order 1095 officially required that each campus provide appropriate and confidential victim advocacy services on a 24/7 basis for individuals reporting sexual misconduct/sexual violence. In addition, campuses were asked to make a good faith effort to ensure that there are proximate support services provided to both complainants (survivors) and respondents (accused) throughout the Title IX investigative process.

San Francisco State University identifies employees suitable for the service as either complainant or respondent associate advocates through the SAFE Place. Parties in a sexual misconduct related investigation are offered the opportunity to receive the services of a complainant or respondent associate advocate. The primary role of advocacy is to provide emotional/psychological/social support in the investigative process. The associate advocates have knowledge about the investigative process to help prepare the parties for what to expect, and can assist with identification of accommodations and/or remedies to facilitate continued academic or professional engagement. Parties have the right to
refuse this service. Parties may elect to have an advisor as allowed in Executive Order 1095 or have an associate advocate with them during the investigative interview, but they may not have both.

The goals of the newly formed SART include:

- Provide confidential support for either a complainant or respondent during the Title IX investigation interview. SART members will be assigned to serve as an Associate Advocate for one group of individuals, but not both. This will minimize confusion and perceived conflict of interest for students/employees receiving support services and will allow the associate advocate to develop capacities in one type of advocacy.
- SART members work collaboratively with The SAFE Place Coordinator in providing triage for students and employees who seek support through The SAFE Place (specifically for sexual misconduct/sexual violence cases where students or employees do not file formal Title IX complaints).
- SART members will identify and make recommendations to the Title IX key personnel team and the President’s Advisory Board on Gender Equity & Title IX on systemic issues, campus-wide themes, and recurring patterns, as well as provide any suggestions around training needs regarding sexual misconduct/sexual violence issues.

DEFINITIONS PER EXECUTIVE ORDERS 1095-1097

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

SEX DISCRIMINATION

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

SEXUAL HARASSMENT

A form of Sex Discrimination, unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to sexual advances, requests for sexual favors, offering benefits or giving preferential treatment in exchange for sexual favors and any other conduct of a sexual nature where:

a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a person’s employment terms or conditions, academic status or progress, or
access to benefits and services, honors, programs, or activities available at or through the University; or

b. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the complainant, and is in fact considered by the complainant, as limiting their ability to participate in or benefit from the services, activities or opportunities offered by the University; or

c. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the complainant, and is in fact considered by the complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom or work environment that are unrelated to the coursework or employment.

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

The University’s policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, or Stalking, subject to University policy.

**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.
SEXUAL ASSAULT

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.

SEXUAL BATTERY

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.

RAPE

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.)

ACQUAINTANCE RAPE

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

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

- The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of Affirmative Consent. A request for someone to use a condom or birth control does not, in and of itself, constitute Affirmative Consent.
• Affirmative Consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

• Affirmative Consent cannot be given by a person who is incapacitated. A person is unable to consent when asleep, unconscious or is incapacitated due to the influence of drugs, alcohol or medication so that the person could not understand the fact, nature or extent of the sexual activity. A person is incapacitated if they lack the physical and/or mental ability to make informed, rational decisions.

• Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person’s decision-making ability, awareness of consequences, and ability to make informed judgments. A person’s own intoxication or incapacitation from drugs or alcohol does not diminish that person’s responsibility to obtain Affirmative Consent before engaging in sexual activity.

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

• Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving consent due to age.

• It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:
  - The person was asleep or unconscious;
  - The person was incapacitated due to the influence of drugs, alcohol or medication, so that the person could not understand the fact, nature or extent of the sexual activity;
  - The person was unable to communicate due to a mental or physical condition.

• It shall not be a valid excuse that the respondent believed that the person consented to the sexual activity under either of the following circumstances:
  - The respondent’s belief in Affirmative Consent arose from the intoxication or recklessness of the respondent;
  - The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.

DOMESTIC VIOLENCE

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

**DATING VIOLENCE**

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

**STALKING**

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.
4. **Protected Status** includes Age, Disability, Gender, Genetic Information, Gender Identity or Expression, Nationality, Marital Status, Race or Ethnicity, Religion, Sexual Orientation, and Veteran or Military Status.

For more information on the System wide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy you can use this link Executive Order 1095.

**PROCEDURES FOR REPORTING A CRIME OF SEXUAL VIOLENCE/SEXUAL MISCONDUCT**

**CALL 9-1-1 IN ANY KIND OF EMERGENCY, OR WHEN FACING IMMEDIATE HARM OR THREAT OF HARM.**
Persons who have experienced Sexual Misconduct, including Rape, Dating Violence, Domestic Violence, or Stalking, are encouraged to seek immediate assistance from police and healthcare providers for their physical safety, emotional support and medical care. University or local police can escort victims to a safe place and transport them to a hospital for medical treatment, if needed. University police can also provide access to a Sexual Assault Victim Advocate. Victims who prefer not to notify the police, are strongly encouraged to seek assistance from the San Francisco State University Title IX Coordinator at 415-338-7313 and/or a Sexual Assault Victim Advocate or counselor who can provide information on options, rights and remedies.

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

The University’s primary concern is the safety and well-being of every member of the campus community. The use of alcohol or drugs never makes the victim at fault. If a campus community member has experienced Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking they should not be deterred from reporting the incident out of a concern that they might be disciplined for related violations of drug, alcohol, or other University policies. Except in extreme circumstances, University students or employees who are victims of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking will not be subject to discipline.

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

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

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

It is important for the victim to 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. Preserving evidence from an assault may be helpful in obtaining a protection order. 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 encouraged 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.**

**San Francisco State University Title IX Coordinator:**

**Vice President for Student Affairs & Enrollment Management**
Title IX Coordinator & DHR Administrator
Hours: Mon-Fri, 9am-6pm
Phone: (415) 338-7313
Email: vpsaem@sfsu.edu

**San Francisco State University Title IX Senior Deputy Coordinators:**

**Senior Deputy Title IX Coordinator/DHR Administrator for Students**
Manager, Equity Programs & Compliance
Hours: Mon-Fri, 9am-6pm
Phone: (415) 338-2032

**Senior Deputy Title IX Coordinator/DHR Administrator for Employees and Third Parties**
Dean of Equity Initiatives
Hours: Mon-Fri, 9am-6pm
Phone: (415) 338-2032

**San Francisco State University Title IX Deputy Coordinators:**
Dean of Faculty Affairs & Professional Development
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-7023

Senior Associate Vice President for Human Resources
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-7187

Director of Athletics
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-7567

Deputy Chief of Police
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-7828

Associate Vice President of Finance and Administration, University Corporation
Hours: Mon-Fri, 8am-5pm
Phone: (415) 338-1706

SAN FRANCISCO STATE UNIVERSITY 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 wishes 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, San Francisco State University 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

Alternatively, students, staff, faculty, or third parties wishing to file a report involving alleged violations of prohibited conduct under Executive Order 1096 or 1097 can submit a Title IX/DHR Incident Reporting Form: https://cm.maxient.com/reportingform.php?SFStateUniv&layout_id=3

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 San Francisco State University’s Title IX Coordinator.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. San Francisco State University must then take appropriate steps to eliminate any sex discrimination/harassment, prevent its recurrence, and remedy its effects.

ON AND OFF CAMPUS RESOURCES FOR VICTIMS/SURVIVORS OF SEXUAL OFFENSES

<table>
<thead>
<tr>
<th>On Campus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police (24-hrs Emergency)</td>
<td>911/ 415-338-2222</td>
</tr>
<tr>
<td>University Police (24-hrs Non-Emergency)</td>
<td>415-338-7200</td>
</tr>
<tr>
<td>San Francisco State University Title IX Coordinator</td>
<td>415-338-7313</td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services*</td>
<td>415-338-2208</td>
</tr>
<tr>
<td>The SAFE Place*</td>
<td>415-338-2208</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>415-338-1251</td>
</tr>
<tr>
<td>Dean of Students, Deputy Title IX Coordinator</td>
<td>415-338-2032</td>
</tr>
</tbody>
</table>

*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.

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

**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).
- Save all text messages and electronic communications from perpetrator.

The University Police Department and the San Francisco State University Title IX office 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 San Francisco State University 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.

**PRIVILEGED AND CONFIDENTIAL REPORTS**

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

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

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

San Francisco State University directs students, faculty and staff to the S.A.F.E. Place a confidential 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. Additionally, confidential reports can be made with Counseling & Psychological Services (CPS) where services are free and confidential.

**EXCEPTIONS TO CONFIDENTIALITY**

Under California law, any health practitioner employed in a health facility, clinic, physician’s office, or local or state public health department or clinic is required to make a report to local law enforcement if they provide medical services for a physical condition to a patient/victim who they know or reasonably suspects is suffering from (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including Sexual Misconduct, Domestic Violence, and Dating Violence). This exception does not apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims, if applicable.

Additionally, under California law, physicians, psychotherapists, professional counselors, licensed clinical social workers, clergy, and sexual assault and domestic violence counselors and advocates are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to victims, if applicable. Finally, some or all of these professionals may also have reporting obligations under California law to (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the sexual violence incident. If applicable, these professionals will explain this limited exception to victims.
REPORTING OPTIONS

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

CRIMINAL

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

REPORTING TO THE POLICE

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

If a victim reports to a local police agency or the University Police about Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests that their identity be kept confidential, their name will not become a matter of public record and the police will not report the victim’s identity to anyone else at the University, including the Title IX Coordinator. University Police will, however, report the facts of the incident itself, including the identity of the perpetrator if known, to the Title IX Coordinator being sure not to reveal the victim names/identities or compromise their own criminal investigation. The University is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the University will report the type of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed.
In cases of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking, the preservation of physical evidence is important to facilitate the identity and successful prosecution of the offender. The victim should not change clothes, bathe, douche, or shower following the attack. Sexual Assault Response Team (S.A.R.T.) medical personnel are trained to collect, process, and preserve physical evidence of Sexual Misconduct, and are committed in their assistance to the victim. Victims may request a S.A.R.T. exam to preserve forensic evidence without completing a police report. This evidence may be used in the case a victim wishes to report the assault at a later date. Victims are not financially responsible for S.A.R.T. exams and the cost will be the responsibility of the local law enforcement jurisdiction.

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

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

**REPORTING TO A CAMPUS SECURITY AUTHORITY**

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

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

Victims may report to the campus Title IX Coordinator, or designee, who will provide written and verbal information regarding applicable University complaint procedures for investigating and addressing the incident.

The Title IX Coordinator, or designee, will also provide information regarding resources available to victims, as well as information regarding their rights and options. Contact information for the Title IX Coordinator is listed above.

REPORTING TO A TITLE IX COORDINATOR OR RESPONSIBLE EMPLOYEE

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

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

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

To the extent possible, information reported to the Title IX Coordinator, deputy Title IX Coordinator, or other University employees will be kept private and shared only with individuals responsible for handling the University’s response to the incident. The University will protect the privacy of individuals involved in a Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking incident except as otherwise required by law or University policy. A Sexual Misconduct, Dating Violence, Domestic
Violence, or Stalking report may result in the gathering of extremely sensitive information about individuals in the campus community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the victim’s identity and privacy and the privacy of other involved individuals. Except as detailed in the section on Privileged and Confidential Communications above, no University employee, including the Title IX Coordinator, or designee, should disclose the victim’s identity to the police without the victim’s consent or unless the victim has also reported the incident to the police.

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

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

- Provide interim remedies requested by the victim, if they are reasonably available, regardless of whether the victim chooses to report to campus or local police;
- Assist victims in accessing available victim advocacy, academic support, counseling, disability, medical/health or mental health services, and legal assistance both on and off campus;
- Provide security and support, which could include issuing a no-contact order, helping arrange a change of campus-based living or working arrangements or course schedules (including for the perpetrator pending the outcome of the investigation) or adjustments for assignments, tests, or work duties; and
- Inform victims of their right to report a crime to University or local police – and provide victims with assistance if desired.
The University will not require a victim to participate in any investigation or disciplinary proceeding if the victim does not wish to participate.

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

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

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

NON-REPORTING

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

CIVIL LAWSUIT

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

RESTRAINING ORDERS

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 be issued for up to (3) years and can protect victims who have experienced or are reasonably in fear of physical violence, sexual violence, domestic violence, dating violence and stalking. The campus Title IX Coordinator or Sexual Assault Victim’s Advocate can offer assistance with obtaining a protective or restraining order.

A civil restraining order is highly recommended even if a criminal EPO or S/A Order exists. A Domestic Violence Order may also establish child custody, visitation rights, order the defendant to move out of a
victims’ home, order the defendant to return a victims’ personal property, and orders them to pay restitution for expenses caused directly by the violence against the victim.

In the above situation, the abuser must be a current or former spouse, a current or former co-habitant, someone with whom the victim has had a dating or engagement relationship, a parent of a child in common, or someone to whom the victim is related by blood, marriage or adoption.

**EMERGENCY PROTECTIVE ORDERS (EPOS)**

A University Police Officer may issue an EPO if there’s an immediate and present danger of domestic violence, child abuse, child abduction, stalking, elder abuse or dependent adult abuse and need protection – at any time of the day or night. The order may be issued by police Officers at the scene of the crime and must be approved by a San Francisco Superior Court Judge (by phone.) They are temporary orders and are good for five (5) business days or seven (7) calendar days. There is no fee. These orders cannot be renewed.

**CRIMINAL STAY AWAY ORDERS**

This order may be issued when there is a criminal court case against a victims’ attacker, and arranged through the San Francisco District Attorney’s Office & issued by the Judge assigned to the case. They remain in effect for as long as the attacker is involved in the criminal justice system or until lifted by the Judge. A Criminal Stay Away Order can also be made a condition of probation.

More information on these orders can be acquired at the following locations:

- **San Francisco Superior Court**
  400 McAllister
  For any person who meets the above listed qualifications. Go to the "Family Law" window in room 109.

- **Cooperative Restraining Order Clinic (CROC)**
  415-252-2844 - For female victims of domestic violence.
  Clinics held every other Saturday or Thursday.

- **SF Bar Association**
  415-989-1616 - For male victims of domestic violence.

- **Community United Against Violence (CUAV)**
  415-333-4357 - For victims of same sex domestic violence. (lesbian, gay, and transgender)

For a list of Rights and Options for Victims of Sexual Violence, Dating Violence, Domestic Violence, and Stalking, please visit:

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.

DISCIPLINARY PROCEDURES

The University has procedures that provide for an administrative investigation of reports of Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking, and written findings based on the preponderance of the evidence standard, provided to the complainant and respondent. Both the complainant and respondent may appeal written findings to the CSU Chancellor’s Office, as well as the ultimate sanction for violation of CSU policy in student misconduct cases. The procedure for CSU employees and third parties is separate from but similar to the procedure for CSU students.

When a student or employee reports to the University that the student or employee has been a victim of Sexual Misconduct, Dating Violence, Domestic Violence or Stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of their rights and options.

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

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 provided by the Parties. The Investigator retains discretion and authority to determine relevance.

At the conclusion of the University’s complaint and investigation procedure, any employee or student found to have violated University policy against Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking will be subject to discipline. For employees, discipline would be administered consistent with applicable collective bargaining agreements, University policies and legal requirements. For students, discipline would be administered in accordance with CSU Executive Order 1098 (discussed below). Victims are not required to participate in any University disciplinary and may choose not to be a part of it. Disciplinary procedures will:

- Provide a prompt, fair, and impartial process and resolution;
- Be conducted by officials who receive annual training on Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking and how to conduct a hearing process that protects the of victims and promotes accountability;
- Provide the complainant and respondent the same opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
- Simultaneously inform the complainant and respondent in writing of:
  - The outcome of the disciplinary proceeding;
  - The University’s procedures to appeal the results of the disciplinary proceeding;
  - Any change to the disciplinary results that occurs prior to the time such results become final; and
  - When disciplinary results become final.

COMPLAINT PROCEDURES

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

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

Executive Order 1097, entitled "System wide Policy Prohibiting Discrimination, Harassment, and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Students and System wide Procedure for Addressing Such Complaints by Students" is the appropriate System wide procedure for all complaints of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence, and Stalking made by CSU students against the CSU, a CSU employee, another CSU student, or a third party. Executive Order 1097 can be viewed at Executive Order 1097.

COMPLAINTS MADE BY EMPLOYEES, FORMER EMPLOYEES, THIRD PARTIES, AND APPLICANTS FOR EMPLOYMENT

Executive Order 1096, entitled “System wide Policy Prohibiting Discrimination, Harassment and 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” is the appropriate System wide procedure for all complaints of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking made by employees and former employees against the CSU, another CSU employee, a CSU student or a third party.

Employees covered by a collective bargaining agreement that provides a grievance procedure for raising allegations of Sex Discrimination or Sexual Harassment, including Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking shall use the grievance procedure specified in their collective bargaining agreement. Executive Order 1096 can be viewed at Executive Order 1096.

COMPLAINTS MADE BY STUDENT-EMPLOYEES

Executive Order 1096 is the appropriate System wide procedure for all complaints of Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking, made by student-employees where the alleged Sex Discrimination, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking arose out of the person’s status as an employee and not their status as a student. Executive Order 1096 can be viewed at Executive Order 1096.

DISCIPLINARY PROCEDURE

The Title IX Coordinator (or designee) is responsible for investigating complaints of Gender Discrimination, Harassment and Retaliation, including Sex Discrimination and Sexual Harassment, as well as Complaints of Sexual Misconduct, Domestic and Dating Violence, and Stalking. (See Executive Orders 1095, 1096 and 1097.) In accordance with Executive Orders 1096 and 1097, the Title IX Coordinator investigates those complaints, determines whether the accused violated the applicable Executive Order(s), and prepares a report that includes findings of facts and conclusions about whether
the applicable Executive Order was violated. Unless the determination is appealed as provided in Executive Orders 1096 or 1097, it is final and binding in all subsequent proceedings.

Where a complaint is made against a student and the applicable Executive Order is found to have been violated, the Title IX Coordinator shall also notify the Student Conduct Administrator of the investigation outcome and provide a copy of the investigation report.

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

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

Unless the Chancellor’s Office notifies the campus that an appeal has been filed, investigative findings pursuant to Executive Orders 1096 or 1097 become final 11 working days after the date of the Notice of Investigation Outcome issued pursuant to those Executive Orders. If an appeal is filed, the investigative findings do not become final until the appeal has been exhausted.

**APPEAL OF FINDING IN INVESTIGATION OUTCOME**

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. The CO appeal response is final.

**STUDENT CONDUCT PROCEEDINGS**

Where the investigative report finds a violation of Executive Order 1096 or 1097 and any appeal has been exhausted, the report is referred to the Student Conduct Administrator to initiate student conduct proceedings. The Student Conduct Administrator will offer to conduct pre-hearing conferences separately with the complainant and respondent to review information concerning the charges, interim remedies, proposed sanctions or range of sanctions, the nature of further proceedings, and possible disposition without hearing.

The Student Conduct Administrator shall, in consultation with and agreement from the Title IX Coordinator, determine which cases are appropriate for disposition without hearing, taking into consideration the investigation report and any additional information provided during any conferences. If a proposed resolution agreement can be reached, the terms shall be put in writing and signed by the student charged and the University (after a reasonable opportunity to consult with an advisor). Any proposed resolution may be appealed by the complainant and is not final until any such appeal is exhausted.

If not resolved, the Student Conduct Administrator will issue a Notice of Hearing and shall schedule the hearing promptly, but in any event no sooner than 10 working days after, and no later than 20 working days after, the date of the Notice of Hearing. The findings and conclusions of the investigations conducted in accordance with Executive Orders 1096 and 1097, once any appeals are exhausted, are final and binding. The hearing is limited to determining appropriate sanctions; the findings of the investigation are not under review.

The Hearing Officer controls the hearing. The Student Conduct Administrator and the student charged each put on the evidence in their case and may each ask questions of the witnesses in whatever manner the Hearing Officer deems appropriate. The Hearing Officer may ask questions of any witness, the student charged, the complainant, Student Conduct Administrator, or the Title IX Coordinator.

Questions may not be posed to complainants about their past sexual behaviors involving any persons other than the student charged. The Hearing Officer shall ask any questions of the complainant and
other witnesses on behalf of the student charged (who shall give the Hearing Officer a written list of questions).

The investigation report and any Chancellor’s Office Appeal Response prepared pursuant to Executive Orders 1096 or 1097 shall be entered into evidence at the hearing, redacted as appropriate to protect private (e.g. contact) information or as otherwise required by law. If the student charged fails to appear at the hearing without good cause, the hearing shall nevertheless proceed.

The Hearing Officer shall submit a written report to the president recommending sanctions, if any, as well as any recommendations regarding additional remedies. The report shall include any mitigating or aggravating factors relied upon by the Hearing Officer in reaching the recommendations. The report shall be submitted within 10 working days after the hearing.

You can find more information on Student Conduct Procedures at this link Executive Order 1098.

**PRESIDENT’S SANCTION DECISION/NOTIFICATION**

The President or designee shall review the investigative report and the Hearing Officer's report and issue a decision concerning the appropriate sanction. The president's decision letter shall be issued within 10 working days after receipt of the Hearing Officer's report. The president shall simultaneously send the decision electronically to the student charged and complainant(s).

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.

**STUDENT SANCTIONS**

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

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

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

3. **EDUCATIONAL AND REMEDIAL SANCTIONS**
   Assignments, such as work, research, essays, service to the University or the community, training, counseling, removal from participation in recognized student clubs and organizations (e.g., fraternities misconduct or as deemed appropriate based upon the nature of the violation.
4. DENIAL OF ACCESS TO CAMPUS OR PERSONS
A designated period of time during which the student is not permitted: (i) on University Property or specified areas of campus; or (ii) to have contact (physical or otherwise) with the complainant, witnesses or other specified persons.

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

6. SUSPENSION
Temporary separation of the student from active student status or student status.
   a. A student who is suspended for less than one academic year shall be placed on inactive student (or equivalent) status (subject to individual campus policies) and remains eligible to re-enroll at the University (subject to individual campus enrollment policies) once the suspension has been served. Conditions for re-enrollment may be specified.
   b. A student who is suspended for one academic year or more shall be separated from student status but remains eligible to reapply to the University (subject to individual campus application policies) once the suspension has been served. Conditions for readmission may be specified.
   c. Suspension of one academic year or more, withdrawals in lieu of suspension, and withdrawals with pending misconduct investigations or disciplinary proceedings shall be entered on the student’s transcript permanently without exception; this requirement shall not be waived in connection with a resolution agreement.

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

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

OTHER CONSIDERATIONS RELATED TO SANCTIONS

1. ADMINISTRATIVE HOLD AND WITHHOLDING A DEGREE
The University may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent written notice of a pending investigation or disciplinary case concerning that student, and may withhold awarding a degree otherwise earned until the completion of the process, including the completion of all sanctions imposed.
2. RECORD OF DISCIPLINE
A record of disciplinary probation or suspension is entered on a student’s transcript, with beginning and end date, for the duration of the sanction. A record of expulsion or suspension for one academic year or more shall note the effective date of discipline and remains on the transcript permanently, without exception. A record of withdrawal in lieu of suspension or expulsion and withdrawal with pending misconduct investigation or disciplinary proceeding remains on the transcript permanently, without exception. These requirements shall not be waived in connection with any resolution agreement.

3. INTERIM SUSPENSION
A president may impose an interim suspension pursuant to Title 5, California Code of Regulations section 41302 where there is reasonable cause to believe that separation of a student is necessary to protect the personal safety of persons within the University community or University property, and to ensure the maintenance of order.

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

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

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

APPEAL OF PRESIDENT’S SANCTION
The complainant and student charged each may file an appeal of the president’s decision of appropriate sanctions to the Chancellor’s Office no later than 10 working days after the date of the president’s decision letter. The complainant may also appeal any proposed sanctions agreed to as part of a proposed resolution agreement with the student charged.
Sanction appeals are limited to a determination as to whether the sanction is reasonable under the facts and circumstances as determined by the investigation and whether any prejudicial procedural errors occurred during the hearing. The Chancellor’s Office appeal review will not involve a new investigation and will not consider evidence that was not introduced during the investigation or hearing. The record will be limited to the record at the hearing.

The Chancellor’s Office shall issue a final appeal response no later than 10 working days after receipt of the written appeal.

REGISTERED SEX OFFENDERS

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

Persons 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. Persons needing to register can get go to the University Police Department website to get information to schedule an appointment (http://upd.sfsu.edu/html/290).

EMERGENCY NOTIFICATIONS

San Francisco State University is committed to providing a safe environment for the campus community, which includes students, faculty, staff and guests. To support this goal, San Francisco State University has created a campus emergency mass notification system known as SFSU ALERT. The purpose of the system is to quickly disseminate information to the campus community upon confirmation of a significant emergency or a dangerous situation involving an immediate threat to the health and safety of the campus community in on-campus geography.

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

Once UPD has received the report, the Assistant Vice President and Chief of Police for the Division of Campus Safety, (or management designee), will confer with the appropriate public official (e.g., fire chief, health department) and any campus officials responsible for managing the on-campus
emergency, if available, to confirm both: 1) an emergency or dangerous situation in fact exists in on-campus geography; and 2) the emergency or dangerous situation poses an immediate or imminent threat to members of the on-campus community. If both of the above factors are not met, no emergency notification will be issued. If it is determined that both of the above factors are met, then an emergency notification will be issued to the community.

The Assistant Vice President and Chief of Police for the Division of Campus Safety (or management designee), will confer with the Clery Manager (or Director) if one is designated and if available, to prepare the content of the notification taking into account the safety of the on-campus community. They will also determine, based on the confirmed facts of the emergency, if the entire campus community or only a specific segment of the on campus community is threatened and need to be notified.

Examples of emergencies where only a segment might be alerted would be a fire contained in a dorm laundry room where only the residents of that one dorm floor or of that one dorm building are at risk and need to evacuate, or a chemical spill in a lab where only the one room, floor, or the occupants of that one building are at risk and need to evacuate.

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

The Assistant Vice President and Chief of Police for the Division of Campus Safety (or designee) is responsible for the activation and issuing of the emergency notification, and will provide adequate updates, as needed, until the emergency is mitigated.

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

- The campus emergency notification system: fully hosted web-based system which can disperse messages to phones, voicemail, e-mails, and via text messaging and TTY.
- In person or door-to-door notifications in a building or residence halls or other means appropriate under the circumstances.
- 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.

Additionally, 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 in coordination with the San Francisco Department of Emergency Management.

Notification systems have become part 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 San Francisco State University, we encourage all students, faculty and staff members to actively participate in preparedness training and information available through the Emergency Management Unit of the University Police Department. Additional information on the San Francisco State University Emergency Notification System can be found on the UPD website at http://upd.sfsu.edu/ENSFAQ.

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 the “Employee Services” link under the FACULTY / STAFF section on the left of the screen. At the next page, select the “CS and HR Self Service” box at the top of the page, followed by the “My Personal Information” link on the left, at which point the member may edit their pertinent section(s)(i.e., address, phone numbers, etc.).

Students must log into gateway.sfsu.edu and select the “Schedule/Classes” hyperlink box on the left, followed by the “Student Center” hyperlink at the bottom of the next page. Select the “Contact Information” link in order to edit the pertinent section(s).

The emergency notification system is assessed for functionality by the Assistant Vice President and Chief of Police for the Division of Campus Safety (or designee) to ensure a state of readiness. The Assistant Vice President and Chief of Police for the Division of Campus Safety (or designee) will conduct an annual review of operating policies and procedures for the emergency notification system and a campus-wide system test will be 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 is a collaborator 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.

SAN FRANCISCO STATE UNIVERSITY EMERGENCY OPERATIONS PLAN & EMERGENCY OPERATIONS CENTER
The San Francisco State University **Emergency Operations Plan (EOP)** is in place to provide guidelines for the management of the immediate actions and operations required to respond to emergencies or disasters. The priorities of San Francisco State University during a disaster are the protection of lives and care of the students, faculty, staff, and visitors of the campus community and campus property. The overall objective is to respond to emergency conditions and manage the process of restoring University academic programs and public services.

To this end, the San Francisco State University EOP is written to promote effective emergency management within the University and coordination with city, county, state, and federal emergency management agencies.

**EMERGENCY OPERATIONS PLAN**

The Emergency Operations Plan is an all-hazard plan. It is written so that the emergency management principles and procedures may be applied universally to natural disasters (earthquake, flooding, tsunami), public health emergencies (pandemics, disease outbreaks, food borne/waterborne illnesses), terrorism (chemical, biological, radiological, nuclear, explosives), technological emergencies (hazardous materials, utility failures), and human imposed criminal events (mass casualty, active shooter, large scale civil disobedience). Annexes have been developed to address hazard specific emergency response guidelines and procedures as necessary; this document is also an organic one, therefore additional annexes may be developed as other kinds of hazards are identified. On an annual basis or more frequently as needed, the plan will be reviewed, updated, and distributed to the emergency management team members and others as identified by the campus. Documentation of review, update and distribution must be in the form of a signed and dated written acknowledgement that is attached to the master campus Emergency Operations Plan.

**EMERGENCY AUTHORITY AND DELEGATION OF AUTHORITY**

The San Francisco State University Emergency Operations Plan is established under the authority of the President. In times of crisis, the authority to activate the University’s Emergency Operations Plan is delegated to the Assistant Vice President of Campus Safety & Chief of Police (who serves as the EOC Director) or designee. The EOP is activated when conditions exist which require immediate action to save and protect lives, prevent damage to the environment, systems, property, and critical programs, provide essential services, temporarily assign San Francisco State University staff to perform emergency work, invoke emergency authorization to procure and allocate resources, activate and staff the Emergency Operations Center (EOC), and when a coordinated management process is needed.

**EMERGENCY OPERATIONS CENTER**

The San Francisco State University **Emergency Operations Center (EOC)** is the central coordination point for emergency management coordination. Its purpose is to provide a location to collect and
disseminate information, to provide a university-wide “common operating picture” of San Francisco State University’s response activities, and to facilitate actions necessary to protect the students, faculty, staff, visitors, affiliates and property of San Francisco State University during a university-wide event. Coordinating emergency response is accomplished utilizing the Incident Command System.

The EOC provides space and facilities for the centralized coordination of emergency functions (e.g., emergency operations, communications and warning, damage assessment, public information).

The EOC is staffed with designated San Francisco State University personnel who are offered specialized training and development and is equipped with a variety of systems and tools that aid in data collection and sharing, resource allocation, and other critical functions.

EOC AUTHORITY

The Assistant Vice President and Chief of Police for the Division of Campus Safety is the EOC Director and will designate a UPD Police Lieutenant as the primary person responsible for campus-wide emergency management. The Lieutenant is the UPD Division Commander for the EOC and is referred to as the Campus Emergency Coordinator. In addition, an EOC Manager is responsible for coordination of all functions of campus emergency operations, which includes implementation of training, developing and maintaining relationships with (local, state, and federal) public agency partners, and implementation of the Emergency Preparedness program. The UPD Deputy Chief of Police is the tertiary person with responsibility for campus-wide emergency management.

EOC CRITICAL FUNCTIONS

Emergency response management requires the establishment of a strategic EOC comprised of staff from various departments which represent critical functions of the University or have resources necessary to respond to emergencies. The EOC is activated during times of emergency, when normal operations are not sufficient to meet the immediate or overwhelming needs that occur. The EOC’s critical functions are to manage and coordinate the University’s immediate emergency response for:

- Life safety and protection of property and assets;
- Resumption and continuation of University business and educational functions; and
- Restoration of all operations to normal.

San Francisco State University’s EOC is organized according to SEMS, NIMS, and ICS guidelines and includes the Policy Group who provides policy direction and executive support to the Management Section, supported by four General Sections: Operations, Logistics, Planning, and Finance & Administration.

San Francisco State University will conduct an administrative review of the EOP annually or more frequently as needed. Testing and drills of simulated emergency incidents and emergency
communications, including the periodic testing of mutual aid and assistance agreements, shall be conducted utilizing one of the following formats and varying the type of event:

- **Tabletop** – Informal discussion of simulated emergency, no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility. Testing of at least one hazard event should be done once a year.
- **Drill** – Single emergency response function, single agency involvement, often a field component. Testing should be done at least once a year.
- **Functional Exercise** – Policy and coordination personnel practice emergency response, stressful, realistic simulations, takes place in real time, emphasize emergency functions, EOC is activated. Testing should be done every other year.
- **Full scale Exercise** - Takes place in real time, employees treat real people and use emergency equipment in the field, coordinates many agencies, including testing of mutual aid and assistance agreements, tests several emergency functions, EOC is activated, and produces a high stress environment. Testing should be done every five years, however activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.
- **Campus building evacuation drills** – Will be conducted at least annually or more frequently as needed.

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 campus emergency management team, and maintained by the Campus Emergency Coordinator consistent with guidelines found in CSU Executive Order 1031. Such reports will be publicized annually via Safety Committee Meeting Minutes and be made available to the Systemwide Office of Risk Management upon request. Activation of the EOC in response to an actual emergency or disaster will count as training in meeting the requirements of CSU Executive Order 1056 provided such emergency is well documented and discussed with the campus emergency management team. You may use this link for additional information on CSU Executive Order 1056 [https://www.calstate.edu/eo/EO-1056.html](https://www.calstate.edu/eo/EO-1056.html).

An illustration of the emergency preparedness and evacuation training and activities made available in 2017 are the two announced tests of the San Francisco State University Emergency Notification System. The first test was conducted in the Spring semester of 2017. The second test was conducted in the Fall semester of 2017 on October 19, 2017 at 10:19 a.m. PST, in conjunction with the annual San Francisco State University Great Shakeout Earthquake drill.

On October 16, 2017, campus community members were invited to participate in the upcoming Great Shakeout Earthquake drill with a notification message sent via our emergency notification system. Campus community members were provided instructions on how to Drop, Cover, and Hold On and
how to access and update their information on the emergency notification system. Information the annual Great Shakeout Earthquake drill conducted by San Francisco State can be found at this link: https://upd.sfsu.edu/emergency/earthquake

Drill and exercise documentation is maintained by the EOC Manager and is available for review upon request.

MISSING STUDENT NOTIFICATION

It is the policy of Residential Life at San Francisco State University 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 have the option to register one or more individuals to be a contact strictly for missing person’s purposes. All students residing in a campus residence hall or apartment have the option to register one or more individuals to be a contact strictly for missing person’s purposes. All students residing in a campus residence hall or apartment are requested to complete an Emergency Contact form upon completing their License Agreement. The License Agreement is collected in advance of the student checking in to University residences. This contact can be anyone. Residential Students have this option even if they have already identified a general emergency contact. This contact information is registered confidentially and is only available to authorized campus officials. The information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

San Francisco State University 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 their 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 at (415) 338-2222.

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 Director of Residential Life and write an Incident Report detailing the efforts to locate the student reported as missing. The Director of Residential Life will contact the 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 is missing, students, employees or other individuals not affiliated with the University should make a report to 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.

The University Police Department will also notify the local law enforcement agency within 24 hours of the official determination that a residential student is missing. This notification can be accomplished via the Missing and Unidentified Persons (MUPS) law enforcement database.

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.

**FIRE SAFETY ACT**

The 2018 Fire Safety Act Report is Available at the following link:

http://reslife.sfsu.edu/sites/default/files/SF%20State%20University%202018%20Fire%20Safety%20Report_final_0.pdf
SAN FRANCISCO STATE UNIVERSITY DOWNTOWN CENTER

The San Francisco State University 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:

San Francisco State University College of Extended Learning
835 Market Street
San Francisco, CA 94103

Hours:  Monday-Friday, 9:00am-5:00pm (or by appointment, subject to the specific hours of each Downtown Center tenant)

Building Security for the Downtown Center is handled by a security company called Allied Universal, coordinated by the Westfield Mall and they are referred to as “Security”. They can be reached at 415-495-7125, or 415-229-7811.

The University Police Department does not provide police services at the Downtown Center but will complete follow-up investigations, as needed. The University Police Department does have non-sworn Community Service Specialists 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, Tenderloin Police Station by dialing 9-1-1.

For other questions about reporting crimes of a non-emergency nature that occur at the Downtown Center, please call the San Francisco Police Department at 415-553-0123. The San Francisco State University Police Department can be contacted at 415-338-7200 for other non-emergency matters.

All campus policies previously stated in the information about the San Francisco State University Main Campus also apply to the San Francisco State University Downtown Center.
Students, staff and faculty are encouraged to report any problems at the Downtown Center to the Community Service Specialists. 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 415-495-7125.

SAN FRANCISCO STATE UNIVERSITY ESTUARY & OCEAN SCIENCE CENTER

The Estuary & Ocean Science Center is San Francisco State University’s marine field station located 30 minutes north of San Francisco on the Tiburon Peninsula.

Estuary & Ocean Science Center
3152 Paradise Drive
Tiburon, CA 94920
415-338-3700

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 San Francisco State University, 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 San Francisco State University Main Campus also apply to the Center.

**SAN FRANCISCO STATE UNIVERSITY- 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
San Francisco State University students attending City College of San Francisco can access their crime statistics on the following website: [http://www.ccsf.edu/Departments/Public_Safety/](http://www.ccsf.edu/Departments/Public_Safety/). The San Francisco 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.

**Cañada 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](http://canadacollege.net/student/student_life/handbook/handbook6html). The San Francisco 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.
RESEARCH SITES

Moss Landing Marine Laboratories
893 Blanco Circle, Salinas, CA 93901
The San Francisco 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 San Francisco 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.
San Francisco State University Annual Security Report
San Francisco State University Downtown Campus at the Westfield Centre San Francisco

- Clery crimes in the actual offices/floors/classrooms/labs/etc that are owned and controlled by SFSU at the center count towards ‘on campus’. Incidents on public sidewalks/stairways/elevators/entrances to the mall that are immediately accessible and used to get to/from our property count towards ‘public property’.
- Blue highlighted portion represents the public property we count. Nothing is counted beyond the farthest sidewalks. Entire blocks are not counted because there is a break in Westfield property and private or commercial properties that are not accessible from the SFSU Downtown Campus.
- Red highlighted portion represents the Westfield mall itself. We only count the 6th floor of the mall that actually houses the SFSU Downtown Campus as on campus property. Incidents occurring on non-SFSU owned and controlled property (i.e. commercial offices, stores, terraces, etc.) are not counted in any regard.
San Francisco State University Romberg Tiburon
Campus Estuary and Ocean Science Center

- Red highlighted portion represents the public property we count. The Tiburon Campus has two accessible gated driveways where the public property is counted up until the end of the opposite side of the road. There is no public access along the bordering hillsides or roadway due to fencing or inaccessible hillsides. The Clery handbook recommends counting up to a mile out in the ocean from the accessible portion of campus. In this case, the shoreline and pier is open and accessible.
- Blue highlighted portion represents the Estuary and Ocean Science Center, or Tiburon Campus itself.