



WILLIAM JESSUP
UNIVERSITY

Department of Campus Safety

2017 Annual Security and Fire Safety Report

Includes crime and fire statistics for calendar years 2014, 2015, and 2016

William Jessup University

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A MESSAGE FROM THE PRESIDENT



Dear Friends,

As the president of William Jessup University, one of my ultimate responsibilities is to ensure the security of our campus and in particular the safety of our students. This is a responsibility shared by every member of the WJU community, and we take it very seriously, as this report demonstrates.

You will see from reading this report that our commitment to security goes beyond crime prevention and law enforcement, though these are very important components. It also includes fire prevention and proper building maintenance, emergency notification, laboratory safety and sound human relations policies. WJU has a safety committee which includes faculty, staff, and senior administrators who take an active role in promoting a safe campus in all facets of the university's operations.

Finally, we firmly believe that a commitment to safety must include a commitment to the transparent reporting of campus crime statistics and security policies so that we can accurately judge our efforts and ensure that we are held accountable by our students, their parents and the public. Thank you for all you do to make our campus community a safe and trusting environment.

Sincerely,

John Jackson, Ph.D.
President
William Jessup University

A MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY

Greetings,

William Jessup University's Department of Campus Safety is committed to protecting and maintaining a safe environment on campus, wherein the preparation and education of transformational Christian leaders can take place. In partnership with our community, it is the vision of the WJU Department of Campus Safety to deter and reduce crime, enhance quality of life, and provide a safe and secure environment on campus. The Department of Campus Safety seeks to be a model for professionalism by exemplifying the highest standards of leadership and service. As members of the WJU community, our Campus Safety officers proudly serve our community with integrity, dependability, compassion and leadership.



WJU's Department of Campus Safety is operational 24/7 with trained officers ready to respond to requests for safety and security. WJU Department of Campus Safety operates in a patrol, observe, and report function with an emphasis on deterring crime and the de-escalation of incidents. We utilize campus-wide surveillance cameras, thorough foot and vehicle patrols, and our electronic access control system as our primary means to achieve our safety goals.

William Jessup University is a wonderful place to receive an education. We have committed and dedicated staff that care deeply for the safety and protection of our students. Campus safety is a responsibility shared by all members of the campus community – including faculty, staff, and students.

This report represents an important part of our commitment to safety: the transparent reporting of campus crime statistics and security policies with the goal of minimizing the risk of crimes to everyone who steps foot on campus.

Sincerely,

Paul Ybarra

Director of Campus Safety
William Jessup University

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Introduction: The Jeanne Clery Act

Enacted in 1990, The Student Right to Know and the Campus Security Act was designed to “...assist students in making decisions which affect their personal safety...” and “...to make sure institutions of higher education provide students, prospective students, and faculty the information they need to avoid becoming the victims of campus crime.” The Higher Education Act of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R. 668.46 ET. seq.) Significantly expanded institutions’ obligations under the Act. The Act was also renamed the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (hereafter the Clery Act). The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1st that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities.”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees.”
- Disclose in a public crime log “any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

The William Jessup University Annual Security Report (ASR) has been prepared to comply with the Clery Act and is published on the William Jessup University website at <http://www.jessup.edu/campus-safety/>. Each member of the university community receives an email that describes the report and is provided the web address along with a link. All community members are encouraged to use this report as a guide for safe practices on and off campus. This Annual Report is also available to prospective students and prospective employees via the Campus Safety website. For a written copy of the report, please contact the WJU Department of Campus Safety at (916) 577-7070.

The ASR also includes current information about the WJU Campus Safety Department’s policies, campus crime statistics, crime prevention information, crime reporting procedures and contact information. There is valuable information related to the WJU policies regarding sexual assault offenses, missing student notification procedures, liquor law and drug violations, hate crimes, emergency response and evacuation procedures and fire safety procedures and statistics. The Fire Safety portion of Annual Security Report includes information on fire safety procedures, statistics, reports and documentation.

A Message from the Department of Campus Safety

The Department of Campus Safety welcomes you to William Jessup University. Each student, faculty member, and staff member at WJU contributes to achieving campus safety and security. Although policies and systems are in place at WJU for a safe campus, we believe safety is everyone’s responsibility.

It is an unfortunate fact that criminal incidents of all types occur on university and college campuses. The Campus Security Act of 1990 requires colleges to make public the nature and the frequency of crimes. WJU follows this law and believes that reporting this information to the public increases community awareness of taking steps to prevent criminal activity. In setting department policies, Campus Safety has made a tremendous effort to respect the individual’s rights and look out for the greater good of the community.

Campus Safety believes that caution creates an environment of freedom. Building a healthy avoidance of risk into one's daily routine can preserve freedom to come and go as they please. Habitual safety frees the mind from constantly being on guard—we want our community to be alert, but not paranoid. A Campus Safety Officer cannot be at all places all the time, therefore, we have adopted the motto: Safety and Security is Everyone's Responsibility.

With that in mind and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Department of Campus Safety has the privilege of preparing and publishing the annual security report.

The objective of this report is threefold:

1. To enhance the awareness of students, prospective students, and their families of crime statistics reported to the college community and local law enforcement for incidents occurring both on the Rocklin and San Jose campuses.
2. To provide information regarding the policies and procedures the college has implemented to foster and promote a safe and secure learning environment.
3. To provide a list of resources and assistance information for victims of a crime.

Mission Statement

It is the purpose of the WJU Department of Campus Safety to protect and maintain the safety of our campus environment, making possible the preparation of Christian leaders by safeguarding the lives and assets of the community we serve.

Vision Statement

In partnership with our community, it is the vision of the WJU Department of Campus Safety to reduce crime, enhance quality of life and provide a safe and secure learning and living environment. The Department of Campus Safety seeks to be a model for professionalism by exemplifying the highest standards of leadership and service both on and off duty.

Value Statements

Leadership: Exemplifying the highest standards of professionalism and responsibility.

Integrity: Impartiality in decision making and unwavering adherence to duty.

Reliability: Reinforcing community trust in the Department of Campus Safety by consistency in action.

Communication: Promoting campus wide accountability and cooperation.

Compassion: Responding with understanding and empathy in service to our community.

William Jessup University Campus

William Jessup University is comprised of two campuses, the main campus in Rocklin and a satellite campus in San Jose. The Rocklin campus resides at the base of the Sierra foothills in Placer County. Rocklin is well known as a city that takes pride in the statement, "A family community growing together." The main campus includes 125 acres at 2121 University Avenue, Rocklin, CA 95765. The ASR crime and fire statistics will include crimes that follow the Clery Act definitions for those crimes committed on campus, as well as the sidewalks and street in front of the campus along Sunset Boulevard and University Avenue. Clery crimes committed at the San Jose campus will include those that occurred in the administration building and any classrooms occupied by WJU at 1190 Saratoga Avenue, Suite 210, San Jose, CA 95129, as well as public roads adjacent to the building – these can be found in our Clery Act Crimes section on Page 12.

William Jessup University has the right to restrict access to campus grounds, academic and administrative buildings, and residence halls, all of which are open to faculty, staff, students, and invited guests. Campus buildings at WJU are monitored by card access control and monitored fire alarm systems. Building hours are posted, and unauthorized individuals may be asked to leave if warranted. Campus Safety has the authority to issue trespass notices to unauthorized persons, usually done upon receipt of a complaint or security observation. Rocklin PD will be called to address anyone returning to campus after receiving such a notice. Residence halls are always locked; each student is issued a key to his/her room and an access ID card to the outside door. Residence hall student room doors and windows are provided with locking devices. Most academic buildings are secured and remain locked between 12:00 am and 6:00 am. Campus Safety officers will check that only people with authorization are in buildings after hours. Some academic buildings have non-public hours for members of the community. When a building has non-public hours, the outside doors are secured and members of the community (who have been authorized) can use their access card to enter the building until closing time. Visitors and others may be asked to leave campus buildings during non-public hours. During school recesses (low occupancy periods, holidays, etc.), all building hours are subject to change. Both academic and administrative buildings are generally secured at the end of the business day on weekdays and closed on weekends and holidays during recesses. The card access privileges are limited in residence halls that are closed during recesses. During these periods, Residential Life distributes information about safety protocols and specific emergency procedures to students who remain on campus.

All card keys are set up to allow permissions for only the buildings and doors that a student, staff, faculty or vendor would need for a specific period of time. There are multiple surveillance cameras placed in strategic locations for security awareness. The campus is maintained by Facility Services and patrolled by Campus Safety. Campus Safety officers routinely monitor the lighting of the campus, fire systems, and landscaping. To ensure proper operation of these systems and prevent unsafe conditions on campus, deficiencies are promptly reported for repairs. Maps of the Rocklin and the San Jose campuses show the areas that are reportable in compliance with Clery Act geography requirements (**Appendix A**).

Campus Enforcement Authority

Rocklin Police Department at a Glance

William Jessup University is within the jurisdiction of the Rocklin Police Department, which has the power to arrest under California Penal Code 830.1. Campus Safety personnel will always transfer all criminal activities that occur on the main campus to the Rocklin Police Department (RPD). RPD officers are certified by the California Commission on Peace Officer Standards and Training (POST). WJU maintains a close working relationship with Rocklin Police Department and maintains an office area specifically for their police officers.

WJU collects statistics of reportable crimes, as required and defined in the Clery Act from the Rocklin Police Department and the San Jose Police Department.

Campus Safety at a Glance

The Department of Campus Safety is located at 2121 University Avenue in the middle of the campus across from the Womack Student Life building. The staff is comprised of full-time dedicated safety personnel along with part-time patrol officers. Our department takes on a team approach to keep accountability high and standards of security and safety at its best. All campus safety staff are guard qualified with the Bureau of Security and Investigative Services (BSIS) and provide on duty status to ensure safety and security seven days a week 24 hours a day. Additionally, Campus Safety officers patrol the campus, providing an entry checkpoint during peak hours. All officers assist in preserving public peace and order and are the first responders to any emergency on campus.

The arrest authority of the Campus Safety Officer is the same as those of a private citizen to arrest until law enforcement arrives under California State Penal Code 837. Specific services that Campus Safety provide include escorts, lock and unlock of buildings and rooms, parking enforcement, dissemination of safety-related information, hazard surveillance checks, and patrol services for the campus. Campus Safety's main objective is to maintain a high level of presence in our community in order to prevent crimes from occurring. Campus Safety officers will be first on scene to observe and report accurate information, assisting in initial investigations.

Campus Security Authority

The Campus Safety Department is responsible for compiling Clery Act reportable crime statistics for incidents that occur on campus, residential facilities, non-campus facilities that are controlled by the University, and public property adjacent to the school. While Campus Safety encourages victims to report crimes occurring in these locations directly to Campus Safety, we also collect crime data from other employees, administrators and students on campus who are required to report crime statistics to the Safety Department for inclusion in the ASR. Such persons are designated as "Campus Security Authorities" and are defined in the Clery Act as "any individual who has responsibility for campus security but who does not constitute a campus police or security department...or who has significant responsibility for student and campus activities." This includes the Dean of the College, Dean of Students, Director of Residential Life, Director of Athletics and Director of Student Programs, as well as a number of other program directors. All crimes reported to these Campus Security Authorities are then reported to the Campus Safety Department for inclusion in statistics and reviewed for the need for a timely warning to the campus community if it is determined that there is an ongoing threat. This report can be made as a third party report to the Campus Safety Department regardless of whether the victim chooses to file a report with Campus Safety or local law enforcement or not. This allows for transparency and accuracy in reporting and can also prevent similar crimes from occurring if a timely warning is and warranted.

Professional and pastoral counselors are exempt from the requirement to report crimes to the Campus Safety Department when that information is received by them while they are acting in that pastoral or counseling role. However, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Campus Security Authority Policy

In 1986, a 19 year old Lehigh University freshman by the name of Jeanne Clery was assaulted and murdered in her dorm room. Although the door to her dorm had card access security, it was propped open. No one had ever informed the students that this was not a safe practice. In 1998 the "Student Right-to-Know and Campus Security Act" was renamed in her memory. The Clery Act was enacted and signed into law in the belief that both crime reporting and crime awareness can prevent campus victimization.

The intent of including non-law enforcement personnel in the role of a Campus Security Authority (CSA) is to acknowledge that some community members and students may be hesitant about reporting crimes to the police, and may be more inclined to report incidents to other campus-affiliated individuals with whom they have a relationship. These community members are thus called Campus Security Authorities and can be comprised of staff, faculty or students depending on their role within the life of the university. This policy will better prepare those identified as Campus Security Authority (CSA) and give them the tools to handle and report crime in a timely manner as required by this law. The role and responsibility of a CSA is crucial to the safety of our campus community as it provides for more members to take on an active role in crime awareness, prevention and reporting.

The Clery Act law further requires that colleges and universities receiving federal funding prepare, publish, and distribute an Annual Security Report (ASR) each year. The Annual Security Report should include campus security policies, emergency action plans, and crime statistics. The Department of Campus Safety will make the ASR available each year in October and will notify community members on where to access it on line. A hard copy can also be requested and will be made available at the Campus Safety Department which is located across from the Womack Student Life Building.

Who is a Campus Security Authority?

The law defines Campus Security Authority in four categories:

- 1) University Police (UP) Department sworn personnel and department administrators.
- 2) Non-police people or offices responsible for campus security - community service officers, campus contract security personnel; parking enforcement staff; personnel providing access control and/or security at campus facilities, athletic events or other special events; safety escort staff; residential community assistants and other similar positions.
- 3) The officials with significant responsibility for student and campus activities category is defined broadly to ensure complete coverage and thorough reporting of crimes. To determine which individuals or organizations are CSA's consider job functions that involve relationships with students. The spirit of the law looks for officials whose functions involve relationships with students (i.e., not support staff). An Official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the University. If someone has significant responsibility for student and campus activities, they are a CSA.

Some examples of CSAs in this category include, but are not limited to: academic deans; student affairs/residential life officials; coordinator of Greek affairs (or related positions); athletic administrators including director, assistant directors and coaches; student activities coordinators and staff; student judicial officials; faculty and staff advisors to student organizations; student center building staff; student peer education advisors; and administrators at branch campuses.

- 4) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

According to this definition, William Jessup University recognizes the following positions, titles, and job functions as Campus Security Authorities:

Director of Campus Safety, Assistant Director of Campus Safety, Lead Security Officer, Campus Safety Officers, Director of Admissions, Associate Director of Admissions, Admissions Counselors, Visit Coordinator, Director of Athletics and all Athletic Coaches and Trainers, Administrative Assistant to Athletics, Director of Human Resources, Student Accounts Officer, Academic Advisors, Dean of Students, Director of Campus Ministry, Student Life personnel, Resident Directors, and Resident Assistant(s).

The Role of a CSA

CSAs are encouraged to report all crimes reported to them, on a timely basis, to the Department of Safety in person or using the [Reporting Crime \(CSA\) located online at My Jessup](#). However, under the Clery Act, CSAs are only obligated to report Clery Act qualifying crimes which occurred on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the University. Click [here](#) to review a list of Clery Act reportable crimes and their definitions.

CSA Crime Reporting

When a crime is reported to a CSA, the CSA must first ask the person if they would like to report it to the Department of Safety. If so, contact Department of Safety at (916) 521-0776. If the CSA has firsthand knowledge and can confirm that the reporting party filed a crime report with Campus Safety Department, then they are not obligated to complete and submit a Crime Report (CSA). However, if the reporting party says they will file a crime report with the Department of Safety and leaves (no CSA firsthand knowledge or confirmation that a crime report was filed), then the CSA must still complete and submit a Campus Security Authority Crime Report Form.

CSA Crime Report Results

The WJU Department of Safety will review all crime report forms that are submitted and will make a determination if an incident warrants a timely warning or an emergency notification of the University community due to a possible on-going threat. With all personal information withheld, the law requires all colleges and universities to post the type of crime, location, date of occurrence, and disposition on a daily crime log. The Campus Safety Department will consolidate crime data from multiple sources, including CSAs reports and include those as a number count for Clery Act reportable crimes in the ASR. The William Jessup University Annual Security Report (ASR) will be posted at <http://my.jessup.edu/campusafety/wp-content/uploads/sites/20/2017/09/WJU-Annual-Security-Report-2017-2016-calendar-year-1.pdf> and hard copies are available from the Department of Campus Safety upon request. Visit jessup.edu for an additional link to the Annual Security Report.

Crime / Emergency and Non-Emergency Reporting

Regardless of your status (CSA or non-CSA), all community members are encouraged to promptly report all William Jessup University campus related criminal incidents and other public safety related emergencies to the Department of Campus Safety. Non-emergency incidents can be reported to WJU Department of Campus Safety at (916) 521-0776. Other important phone numbers are listed below:

Rocklin Police Department

EMERGENCY

9-1-1 OR (916) 632-4093

Non-Emergency (916) 625-5400

Rocklin Fire Department

EMERGENCY

9-1-1 OR (916) 632-4093

Non-Emergency (916) 625-5300

Reporting Criminal Incidents and Other Emergencies

It is critically important that all crimes and emergencies occurring on campus are immediately reported to the Department of Campus Safety to ensure that appropriate action is taken and to ensure inclusion in the annual crime statistics. For each incident reported, appropriate resources can be dispatched and an investigation can be conducted and a file is created.

Crimes can be reported at any time of day or night, seven days a week:

- In person, at the Campus Safety office located across from Womack Student Life Building
- By calling Campus Safety at (916) 521-0776
- CSA Crime report in [My Jessup/ Report a Crime\(CSA\)](#)
- Anonymous Crime report in [My Jessup/ Report a Crime \(Anonymously\)](#)

All students, faculty, staff, and guests are encouraged to promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Safety. Resident Assistants play a key role in maintaining a safe and secure environment in the residence halls and on campus apartments. Resident Assistants are expected and legally required to report criminal activity. Resident Assistants are also responsible for responding to any emergencies that may arise in the residence facilities. When appropriate, staff from Residence Life, Student Life, Campus Safety, and the Rocklin Police Department may be involved in answering calls for assistance or responding to reports of criminal activity.

Confidential Reporting Policy

WJU has a policy to accept third-party anonymous reports of crimes including sexual assault on a standard form available on the My Jessup web page under [anonymous crime report](#). The form is forwarded to Campus Safety for inclusion in the annual security report. Remember that all employees, except where confidentiality is governed by law, should report any criminal incidents brought to their attention to Campus Safety. The victim's name is not required. This allows Campus Safety to have accurate records of the number of incidents involving members of the community and include those statistics in our annual security report, and to alert the community if a potential danger or threat still exists (more on this in "Timely Warnings").

Although WJU recognizes the importance of confidentiality, federal law requires the recording of, and action upon certain information affecting the safety of the entire community. The Department of Campus Safety operates under federal law and California's general laws and has statutory requirements imposed for confidentiality, privacy, and public disclosure of investigatory material. As a general matter of law, the department must acknowledge that an alleged crime has been reported and release basic information about the location and time of occurrence. Disclosure of this information is always done so as to protect the privacy of involved parties.

Daily Crime Log

Campus Safety submits Clery Act Crime data to the Department of Education website. Data from our institution and others throughout the U.S. is available online at <http://ope.ed.gov/security/index.aspx>.

Campus Safety keeps statistics and daily crime logs of all crimes reported to the Campus Safety Department. This log includes the date the crime was reported, the nature of the crime, the time the crime occurred, the general location of the crime, and – if known – the current disposition of the complaint. Updates to the log are made within two business days from when a crime is reported, or if and when a change is made in the disposition of a complaint, except when the disclosure is prohibited by law, or would jeopardize the confidentiality of the victim. Information may be temporarily withheld from the log when it would jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. A written log of all crimes reported to Campus Safety as having occurred within the past 60 days on and around WJU property is available to the public at the Campus Safety office or on the web at <http://my.jessup.edu/campussafety/crime-awareness/daily-crime-log/>. Crimes reported to Campus Safety prior to the past 60 days will be made available within two business days of the request.

Crime Prevention

While crime prevention is a top priority of our department, Campus Safety cannot protect everyone at all times. Thus, every member of the community is invited to collaborate with the department in this important effort. Together with other campus offices, Campus Safety provides programs to enhance personal safety, teaches proactive crime reduction strategies, and help community members develop personal safety habits, which contribute to a healthy community. Campus Safety's crime prevention strategy rests on a multi-layered foundation of proactive patrol of the campus, crime prevention education and training, building and area security surveys and vehicle registration. This approach relies on the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging community members to take responsibility for their own and others' safety. Throughout the year, members of Campus Safety are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. Campus Safety is also available for conducting safety and security seminars in residence halls, department offices, and any other setting both on and off campus.

WARRIOR WATCH PROGRAM

The Warrior Watch Program is a three-part campus wide safety incentive program. We believe that safety is everyone's responsibility. Details are listed below.

Warrior Walk

Jessup is an open campus which means anyone can be on campus at any time. This requires all of us to be alert to those who may be on campus to do you harm. A WARRIOR WALK means that you are alert at all times looking out for your safety and others.

Warrior Whistle

A Warrior Whistle is available free of charge to any member of the Jessup community who agrees to abide by the whistle safety guidelines. The whistle allows you to signal for help, frighten away someone who means you harm, or alert others to call campus safety at (916) 521-0776 or 911. A Warrior Whistle key chain is and Warrior bookmark with instructions can be picked up at the WJU Security Office.

Warrior Watch Workshops

During each semester, Campus Safety will host a self-defense educational program for the WJU community. Guest speakers and instructors from local gyms, martial arts training centers, police departments, and others venues will present topics that will boost confidence/awareness and help students, staff, and faculty develop skills to better protect themselves. A major focus this year was active shooter response. Staff, faculty and students were trained in ALICE which stands for "Alert, Lookdown, Inform, Counter and Evacuate."



Clery Act Crimes for William Jessup University 2014 – 2016

The following statistics on annual incidence rates are provided yearly and comply with the federal Crime Awareness and Campus Security Act of 1990 and the Higher Education Amendments of 1992. These statistics are compiled from all incidents reported to the Campus Safety Department and any third party reports forwarded by other campus officials, as well as any reported to police departments with concurrent jurisdiction over on campus and non-campus property. They are compiled by the Campus Safety Department. See Appendix C for Clery Act Crime Definitions.

Clery Crime Offenses – On Campus

Clery Crime Offense	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	2	1	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	8	4	7
Motor vehicle theft	1	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Liquor Law - Arrests	0	0	0
Liquor Law - Disciplinary	3	2	0
Drug Law – Arrests	0	0	0
Drug Law - Disciplinary	3	1	6
Illegal Weapons Possession – Arrests	0	0	0
Illegal Weapons Possession - Disciplinary	0	0	0
Domestic Violence	0	0	0
Dating Violence	1	0	0
Stalking	0	0	0

Notes:

- (1) Residential incidents are a subset of the on-campus incidents total.
- (2) Sexual assault statistics include Third Party and anonymous reports.
- (3) Clery geography includes 1190 Saratoga Avenue, Suite 210, San Jose, CA 95129.



Clery Crime Offenses – Residential Facilities

Clery Crime Offense	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	1	1	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	8	2	6
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Liquor Law - Arrests	0	0	0
Liquor Law - Disciplinary	3	2	0
Drug Law – Arrests	0	0	0
Drug Law - Disciplinary	3	1	4
Illegal Weapons Possession – Arrests	0	0	0
Illegal Weapons Possession - Disciplinary	0	0	0
Domestic Violence	0	0	0
Dating Violence	1	0	0
Stalking	0	0	0

Notes:

- (1) Residential incidents are a subset of the on-campus incidents total.
- (2) Sexual assault statistics include Third Party and anonymous reports.



Clery Crime Offenses – Non-Campus

Clery Crime Offense	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	1	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Liquor Law - Arrests	0	0	0
Liquor Law - Disciplinary	0	0	0
Drug Law – Arrests	0	0	0
Drug Law - Disciplinary	0	0	0
Illegal Weapons Possession – Arrests	0	0	0
Illegal Weapons Possession - Disciplinary	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Notes:

- (1) Sexual assault statistics include Third Party and anonymous reports.
- (2) Non-Campus property includes Staybridge Suites or Holiday Inn Express rooms occupied by students, hallways, stairs, elevators, lobby, ding area, laundry mat, workout room, pool and spa, BBQ pit area and parking lot for 2014.



Clery Crime Offenses – Public Property Adjacent to the University

Clery Crime Offense	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	1	0	0
Burglary	0	0	1
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Liquor Law - Arrests	0	0	3
Liquor Law - Disciplinary	0	0	0
Drug Law – Arrests	1	0	0
Drug Law - Disciplinary	0	0	0
Illegal Weapons Possession – Arrests	0	0	0
Illegal Weapons Possession - Disciplinary	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Notes:

- (1) Residential incidents are a subset of the on-campus incidents total.
- (2) Public Property is the area along Sunset Blvd/University Ave in front of the campus including the sidewalk on the campus side, the road, and the sidewalk on the non-campus side of the road.
- (3) Sexual assault statistics include Third Party and anonymous reports.
- (4) Some crimes listed from 2014, 2015 and 2016 were reported from 1190 Saratoga Ave, San Jose, CA 95129 (Bay Area Campus).



Federal Law Bias Incidents

Beginning in 2000, campus security departments were required to report any crimes in the categories above that included any bias toward the victim's race, gender, religion, sexual orientation, ethnicity or disability. Note that other bias incidents reported to Campus Safety not in these crime categories will be listed elsewhere in this report. Beginning in 2008, campus security departments must include in hate crime reporting the following additional categories of crimes if they have a bias component: larceny (theft), simple assault, intimidation, vandalism, and other crimes involving bodily injury.

2016 Clery-Reportable Bias Incidents:

No incidents meeting the definitions of the Clery-reportable bias incidents.

2015 Clery-Reportable Bias Incidents:

No incidents meeting the definitions of the Clery-reportable bias incidents.

2014 Clery-Reportable Bias Incidents:

No incidents meeting the definitions of the Clery-reportable bias incidents.



Emergency Response

Any emergency should be promptly reported to Department of Campus Safety by calling the Emergency Hotline at **(916) 521-0776**. Alert Campus Safety personnel on the nature and location of the emergency and follow the instructions provided. This may include hanging up and calling 9-1-1 or providing further details regarding the incident.

Should a campus emergency exist, the Department of Campus Safety will activate the WJU Incident Command Staff and Emergency Response Team as needed. The University has a comprehensive emergency response plan that is activated any time an emergency occurs that will require the Incident Command Staff oversight.

The Incident Command Staff assures appropriate response to any campus emergency. This team is made up of members of Campus Safety, Executive Management, Facilities Management, Student Services, and other vital staff. Incident Command Staff meets regularly to plan campus emergency response, conduct table-top and live drills to prepare for a variety of campus emergencies, to assess and evaluate emergency plans and capabilities, and to debrief after any campus emergency. The Incident Command Staff also works with local police, fire, and ambulance personnel to coordinate response efforts and to conduct joint drills.

Emergency Notification System

The following policy outlines key features of the WJU's Emergency Operating Procedures (EOP) and Emergency Notification System (ENS). It also details processes and procedures for emergency preparedness drills, testing and evacuation as required by the Higher Education Opportunity Act of 2008 and the Clery Act.

WJU contracts with *Everbridge* for emergency notification service. *Everbridge* enables rapid communication with the entire campus by instantly contacting community members through multiple mediums. Messages can be initiated through internet or phone applications. Emergency notifications are sent to users via SMS text message, voice phone call, and email. These notifications may repeat through several cycles until the user confirms reception of the message. Other methods of emergency notification may include, but are not limited to, the fire alarm, person-to-person awareness, email, and social media posts.

Upon confirmation of a significant emergency or threat to the campus community, an immediate emergency notification will be broadcasted through the *Everbridge* system and other methods if necessary. The only exceptions to immediate notification will be situations in which a notification may compromise efforts to contain, respond to or mitigate the emergency.

Emergency Notifications will be initiated by specific members of the administrative Executive Team (ET) or their approved delegates, which consists of University employees in Campus Safety, Human Resources, Information Technology, Executive Leadership, Facilities, and Student Life. These ET members and their delegates have the ability to confirm significant emergencies and collaborate with each other for the most appropriate response. Content of an emergency notification will depend upon the situation and amount of information available. However, most notifications will be crafted to include the location of the incident, nature of the incident and instructions on recommended actions. The Campus Safety Department has also developed a number of "pre-scripted notifications" to be sent out rapidly in response to various emergency situations. Except in cases where doing so may jeopardize emergency response, the entire campus community will receive immediate notification of campus emergencies; this includes staff, resident students, commuter students, faculty and the San Jose campus. WJU has chosen not to limit the segments of the campus community which receive emergency notifications. However, the content of an emergency message may change depending on one's role in the community.

Submitting/Updating Contact Information

Students are prompted twice a year (once during the fall semester and once in the spring) to submit their emergency notification contact information through their student portal. These prompts are posted on the [My Jessup](#) Intranet Webpage and sent out via email. Other prompts and explanations occur in Campus Safety

Newsletters, articles, social media posts, forums and workshops.

Student instructions for submitting or updating ENS contact information are listed below.

1. Login to your student portal.
2. Once logged in, select “Edit Profile” in the top right hand corner of your browser.
3. Add your personal cellphone number into the “Mobile Phone” field under “Local Address Information”.
4. Select the “Update” button at the bottom of the page.

Faculty and staff are also prompted twice a year to submit their ENS contact information, and may do so through their *Paycom* employee portal. Faculty and staff instructions for submitting or updating this information are listed below.

1. Login to your Paycom employee portal.
2. Select “My Address & Contact Info”
3. Enter your personal cellphone number into the “Emergency Contact 3”, “Emergency Phone” field.
4. Select “Update” at the bottom of the page.

If you experience any issues submitting your information or find that you are not receiving all three notifications during a test of the system (text message, voice phone call, and email) please email security@jessup.edu or call **(916) 577-7070**.

Timely Warnings

William Jessup University is responsible for issuing timely warnings in compliance with the Clery Act reportable crimes. The Department of Campus Safety will issue timely warnings to the campus community in response to reported crimes that meet Clery Act classifications that were committed or are actively occurring on campus property or surrounding public property that, in the judgment of the Department of Campus Safety and/or the Executive Team, constitutes a direct or ongoing threat to students, staff or faculty. There may be other, non-Clery crimes or threats that may constitute warnings if deemed appropriate to alert the campus community.

Individuals on campus should notify the Department of Campus Safety of an emergency or crime as soon as possible by calling the Emergency Hotline **(916) 521-0776**. Contacting Campus Safety should not take priority over calling 9-1-1.

Emergency Notification and Timely Warnings Procedure

- The Department of Campus Safety will gather all essential information about the nature of the emergency or crime from the reporting person and other available sources (these may include, but are not limited to: other witnesses, WJU’s surveillance camera system, the access control system, the Rocklin Police Department, and/or the San Jose Police Department).
- Based on the information available, the Director of Campus Safety or his/her designee shall determine whether the crime presents an ongoing threat to students, employees, guests and/or property.
- Based on the information available, the Director of Campus Safety or his/her designee shall determine the content of the timely warning and the method by which it shall be disseminated to the campus community. Timely warnings may be issued with titles such as Crime Alerts, Safety Alerts, or any other title as deemed appropriate by the Director of Campus Safety or his designee based on the information available.
- The Director of Campus Safety or his/her designee shall determine the means by which the timely warning will be distributed. Means of distribution may include but are not limited to emails, text messages, Everbridge Mass Notification (emergency notification system), [My Jessup](#) Web page, the William Jessup

University website, and announcements via posters and bulletin boards.

- The content of the timely warning may include but is not limited to a summary of the incident, the nature of the crime, the area where the crime occurred, a description of the suspect(s) and/or vehicle, and the date and time.

- The Director of Campus Safety's designee may include, but is not limited to the following personnel: Chief Information Officer, Chief Operations Officer, Assistant Director of Campus Safety and Security Lead Officer. The Department of Campus Safety will consult, as appropriate and necessary, with the Executive Team regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Also added to the Clery Act list of reportable crimes is any hate crime that involves larceny-theft, simple assault, intimidation and destruction, damage, or vandalism of property. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.

Alert Level

The appropriate alert level would be activated upon confirmation of an emergency or crime occurring on campus.

➤ **Level 3 Notification** – using the mass emergency notification system (ENS). Emergencies in this level include credible, immediate threats to the community where there is a need to affect community behavior.

- Activated immediately, upon confirmation of an emergency posing an immediate danger to the community.
- Notification may only be delayed if such notification will compromise efforts to contain the emergency. In such cases, notification would be made as soon as the emergency can be contained.

➤ **Level 2 Notification** – using ENS or campus-wide email. Emergencies in this level include situations that require community notification but no immediate threat exists.

- Activated within two business days of confirmation of an occurrence, or series of occurrences, that require community notification to change behaviors or allow community members to protect themselves from similar occurrences.
- May be issued not only for single incidents in which community notification is required, but also for lesser incidents whose frequency causes the need for a notification. Examples could include a series of bicycle thefts or car breaks-ins.
- Notice is given to the campus community using the emergency notification system or e-mail. Typically, alerts include the date, time, general location, and nature of the incident, as well as recommended precautionary measures that should be observed or action to be taken by members of the University community. Alerts may also be posted online or in other locations depending on the circumstances of the alert and availability of other methods to share information with the community.

➤ **Level 1 Notification** – An incident at this level will be posted using the [Daily Crime log](#) or [Daily Fire log](#). These logs can be found on the [My Jessup](#) website.

- Updated daily, within 2 business days of an incident occurring (and within 2 business

days of the change in an incident's status).

- These logs include all incidents and fires reported to the Campus Safety Department.

Anyone with information warranting a timely warning should report the circumstances to the Department of Campus Safety by phone at (916) 577-7070 or (916) 521-0776, or in person at the Campus Safety office across from the Womack Student Life Building.

Missing Student Policy and Procedure

The following policies/procedures regarding Missing Person/Missing Students are being provided according to requirements of the 2008 Amendments to the Higher Education Opportunity Act. HEOA missing student regulations apply specifically to students who reside in on-campus student housing, but it is the policy of WJU to respond similarly to any reported missing student, staff or faculty regardless of their residential status.

If a member of the WJU community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify Campus Safety in person or call the Emergency Hotline at **(916) 521-0776**. The Campus Safety officer will generate a [Missing Person's Report](#) and initiate an investigation. Rocklin Police Department will also be notified as the lead agency for missing persons.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by WJU in the event a student is determined to be missing for more than 24 hours. If a student has identified such an individual, WJU will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by filling out and returning the "Missing Person Contact Information" form that is sent to them via their WJU e-mail.

Missing student reports may also be filed with Resident Directors, Resident Assistants, Student Life personnel, or Dean of Students who will immediately notify Campus Safety. A missing student or persons report may be filed by a parent/guardian, other family member, roommate, Student Life, or Residence Life staff member, WJU faculty member or employee, or anyone else with information that the person may be or is missing. The WJU Department of Campus Safety will investigate any report of a missing person, provided that the report is filed by someone with reasonable knowledge of that person being missing or otherwise not where he/she should be.

After an initial investigation, the WJU Department of Campus Safety will widen the scope of the investigation to include Rocklin Police Department which both has legal jurisdiction for missing persons and has a much more extensive resource base for locating people.

In the event that a student chooses to not specifically identify a separate missing person contact, a parent or guardian as listed in university emergency contact information will be contacted. Students should be sure that the person they list as their missing person contact is someone who would have a general idea of the student's daily routines, daily habits, class schedule, job commitments, and travel plans. This missing person contact should be someone trusted in determining whereabouts or in verifying that further investigation and/or entry into national missing person's databases is warranted.

Students are encouraged to include the following information: the person's name as well as any contact methods (cell phone, home phone, email, address, relationship, etc.). This listed contact person's name and contact information will be considered confidential and will be used/shared by only those WJU administrators and Rocklin Police Department personnel responsible for investigating and following up on reports of missing persons.

For any WJU student under the age of 18 who is not emancipated: WJU is required by law to notify both a

custodial parent/guardian and the confidential contact person no later than 24 hours after the student is determined to be missing. For any situation where the missing person is believed to be endangered, this parental and contact person notification will be made as early as possible, even while officers are continuing to investigate and determine the missing/non-missing status of the student.

Campus Safety Officers will check student's login records, class schedule, card key access history, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.



Alcohol and Drug Policy and Procedures

Philosophy

William Jessup University is committed to maintaining an alcohol-and-drug-free environment in which to work, live, learn and grow. The WJU community cares deeply about the health and safety of its students, and is committed to educating students about the physical and spiritual dangers of alcohol and drug abuse. An aspect of this caring approach is the consistent enforcement of the regulations on alcohol and other drugs and substances contained within this policy. WJU recognizes the heightened dangers in some social settings off campus and thus discourages students from attending establishments and private parties where the principal purpose is known to be the sale and/or consumption of alcoholic beverages and/or drugs. WJU understands that the life choices and decisions students make extend far beyond the college experience, and WJU is committed to challenge their students to make decisions that ultimately will glorify God.

Health and Lifestyle Risks

The use or abuse of alcohol and other drugs/substances could increase the risk for a number of health related and other medical, behavioral, and social problems. These include the acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat, and stomach; contracting diseases such as AIDS through the sharing of hypodermic needles; pregnancy problems including miscarriages, still birth and fetal alcohol syndrome; psychological or psychiatric problems; diminished behaviors (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical injury or death; violent behavior towards others, such as assault or rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest, traffic accidents, injuries, and fatalities; negative effects on academic and work performance; conflicts with coworkers, classmates, family, friends, and others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems including imprisonment.

Policies

In accordance with our educational mission, and for the well-being of our students and the WJU community, the University has established the following policies related to alcohol and drugs:

1. **The possession, consumption, or distribution of alcoholic beverages and/or controlled substances on campus (including all WJU dorms, apartments and Staybridge) is strictly prohibited.** – Moreover, any student present where alcohol/controlled substances are found on campus (including but not limited to areas such as the dorms, apartments, Staybridge Suites, parking lots, fields, vehicles, or in personal belongings) may be subject to sanctions.
2. **Alcohol and Drugs are prohibited at all University-sponsored events** – including off-campus events.
3. **Any officially recognized student club or organization** – (regardless of legal drinking age of its members) is prohibited from hosting or participating in any formal group event (on or off-campus) that involves alcohol. Such groups include, but are not limited to: special interest groups, social clubs, athletic and intramural teams, etc.
4. **Intoxicated students or students under the influence of a controlled substance, coming onto campus or attending a University-sponsored event will be sanctioned.** – For the purposes of WJU's student conduct policy and process, students who enter campus showing signs of intoxication and/or recent use of these products will be dealt with as if they had consumed them on campus.
5. **Alcohol/Drug related disturbances caused by WJU students** who reside in local off campus housing may result in disciplinary action.
6. **Alcohol and Drug paraphernalia** (such as but not limited to, glassware commonly used to serve

alcoholic beverages; empty beer bottles or cans; miniature spoons; bongos; cigarette papers; pipes made of glass, metal, ceramic, etc...) are not permitted on campus.

7. California Health and Safety Code:

- The California Health & Safety Code states that “Every person who possesses any controlled substance shall be punished by imprisonment in the state prison for a minimum of one year” (H & S 11350), and, “Every person who possesses for sale, or purchases for sale, any controlled substance shall be punished by imprisonment in the state prison for two to four years” (H & S 11351).
- Purchase or possession of marijuana for the purpose of sale, shall be punished by imprisonment in the state penitentiary for a minimum of one year (H&S 11359). In addition, possession of any drug paraphernalia for the purpose of unlawfully smoking or injecting a controlled substance is punishable with up to 6 months in county jail (H & S 11364).
- The California Business and Professions Code states that the purchase, possession, distribution, or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under B & P Code 25658 (sections a & b), 25658.5 and 25662.
- In addition, the unlawful distribution or possession of a prescribed medication is also prohibited and punishable by imprisonment in the state penitentiary (B & P 4059 & 4060).

In addition to the University process, the University will involve local law enforcement officials when appropriate.

Sanctions Regarding Alcohol and Drugs

Students who are found guilty of violating the University policy concerning the possession, consumption, or distribution of alcohol, controlled substances, or related disturbances will be subject to a range and/or combination of the following sanctions: Fines ranging from \$100 to \$250

- (1) Completion of an alcohol/drug education program, which involves a \$75 fee for students
- (2) Counseling
- (3) Disciplinary probation
- (4) Indefinite suspension
- (5) Dismissal from the University.

Violations of under-age drinking, and serving or making alcohol available to those who are under the legal drinking age will result in strict sanctions (up to and including dismissal), and will be reported to the WJU Department of Campus Safety and/or the Rocklin Police Department.

Violations involving the possession, consumption, and distribution of any controlled substance will result in strict sanctions (up to and including dismissal), and will be reported to the WJU Department of Campus Safety and/or the Rocklin Police Department.

This information is intended to give students a range of expected outcomes or consequences regarding violations of the University’s alcohol/drug policy. Depending on the level of severity involved per violation, and at the discretion of the Dean of Students for Student Life or his/her designee, sanctions may vary from what is outlined above. Subject to privacy laws, parents or legal guardians may be contacted where deemed appropriate.

- *It is a violation to misrepresent one’s age for the purposes of purchasing or consuming alcohol. This includes possessing a fraudulent ID. Possessing a fake ID may result in University sanctions.*
- *Operating a motor vehicle while under the influence of alcohol or a controlled substance is a serious threat to oneself and the community and may result in immediate suspension, expulsion, or dismissal. Anyone who injures another person as a result of driving under the influence should expect to be permanently dismissed.*

Based on the university alcohol/drug policy, students found in violation of this policy or of applicable alcoholic beverage and/or drug laws will be subject to university disciplinary action in addition to citations or arrest as allowed by applicable State law.

Assistance in overcoming Alcohol and Other Drugs Abuse

Alcoholics Anonymous

Locations: 4865 Pacific St. and E. Midas Ave.

Times: Meetings run daily, every hour and a half beginning at 6.30am.

Website: <http://www.simeetings.com/LA/SAC/RocklinMtgs.html>

Narcotics Anonymous

Locations: Various Sacramento County/Placer county local to our William Jessup University campus

Times: Running every hour or less because of location

Website: <http://www.sfana.org/p1.htm>

Website: <http://www.sacramentona.org/schedule.html>

Al-Anon Family Groups

Location: St. Matthew's Lutheran Church, 5901 Lonetree Blvd. Rocklin, CA 95765

Time: 7 pm, Thursdays

Website: <http://www.ncwsa.org/meeting-map-list/>

A more detailed list of counselors/specialist/treatment centers are available through the Student Life Office.



Sexual Misconduct Policy

I. Statement of Nondiscrimination

William Jessup University is a Christ-centered institution of higher learning dedicated to the holistic formation of students—their academic, mental, physical, emotional, and spiritual formation. Together we covenant to love God, love others, and love ourselves, and, therefore, in this policy we are guided by these fundamental beliefs in our Community Covenant:

We value all persons as created in the image of God (Genesis 1:27)—honoring, loving, and serving one another.

We support the weak (Micah 6:8; Isaiah 1:17)—always helping the wounded, the oppressed, and the needy.

We respect authority (Romans 13:1-4)—affirming the God-given authority of those in leadership over us in the university and beyond.

We emphasize reconciliation (2 Corinthians 5:18-19)—expressing grace and forgiveness in conflict.

William Jessup University is committed to providing a work and learning environment where all persons who participate in University programs and activities can work and learn together in an atmosphere free of harassment, disrespectful, or other unprofessional conduct. WJU prohibits discrimination and harassment based on race, color, gender, national origin or ancestry, age, disability/medical condition, pregnancy, familial status, or veteran status.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance” (20 U.S.C. § 1681). Title IX also protects all students, faculty, and staff from unlawful sexual discrimination, which may include sexual harassment, unwelcomed sexual advances, or sexual violence. The Campus Sexual Violence Act (Campus Save act) enacted in 2013, adds protection for domestic violence, dating violence, sexual violence and stalking.

To ensure compliance with Title IX, WJU has developed this policy and related procedures in alignment with the White House Task Force to Protect Students from Sexual Assault, to define terminology; define the responsibilities of the Title IX Coordinators, liaisons, and Title IX Committee; establish means of grievance resolution; provide sanctions for inappropriate behaviors; establish protocols; and reference education, training, and awareness efforts. The policy addresses offenses that occur on the WJU property (including WJU’s Bay Area Center in San Jose) and/or to incidents of sexual misconduct involving students and employees.

Title IX Coordinator

The duties and responsibilities of the Title IX Coordinator and Deputy Coordinators include monitoring and oversight of overall implementation of Title IX compliance at William Jessup University, such as coordination of training, education, communications, and administration of grievance procedures for students, faculty and staff. Title IX regulations require Deputy Coordinators to report incidents whether resolved informally or formally to the Title IX Coordinator. These reports allow the Title IX Coordinator to identify patterns of frequency in a particular area within the University and to coordinate compliance with federal regulations.

The Title IX Coordinator and Deputy Coordinators comprise the Title IX Committee, which is responsible to investigate all Title IX complaints and ensure adherence to the policies and procedures in this document.

Title IX Coordinator

Kay Llovio, Ed.D.
Associate Provost
kllovio@jessup.edu
(916) 577-2212
Student Life Building

Title IX Deputy Coordinators

For Students

Dave Heitman M.Ed
Dean of Students
dheitman@jessup.edu
(916)577-2367
Student Life Building

For a complaint against a WJU student for sexual harassment, sex discrimination, or sexual assault, contact the Deputy Coordinator for students. The Deputy Coordinator for students is responsible for Title IX compliance for matters involving students, including training, education, communication, and administration of the grievance/judicial procedure for all complaints against WJU students. For further information, please refer to the harassment policy (for students) and the student judicial procedures found in the Student Handbook.

For Athletics

Farnum Smith
Senior Associate Athletic Director
fsmith@jessup.edu
(916)577-2361
Athletic Offices

A complaint about Title IX application to athletics programs should be directed to the Deputy Coordinator for Athletics.

For Faculty

Dennis Jameson, Ph.D.
Provost
djameson@jessup.edu
(916) 577-2218
Administration Offices

For a complaint against a WJU faculty member for sexual harassment, sex discrimination, or sexual assault, contact the Provost. The Provost is responsible for the administration of the grievance procedure for all complaints against faculty members, including those filed by students and staff. Please refer to the harassment policy found in the Faculty Manual for further information.

For Staff

Linda Giusti
Human Resources Manger
lgusti@jessup.edu

For a complaint against a WJU staff member for sexual harassment, sex discrimination, or sexual assault, contact the Director of Human Resources, who is responsible for Title IX compliance for matters involving staff members including the administration of the grievance procedure for all complaints against staff members, including those filed by students and faculty as well as training, education and communication for staff and faculty members. Please refer to the harassment policy found on the policy and procedures link on [My Jessup](#).

II. Definition of Terms

Conduct prohibited by this policy is defined below and includes sexual discrimination, sexual harassment, sexual assault, domestic violence, dating violence, sexual exploitation, stalking, retaliation, and intimidation. Consent and incapacitation as defined in new California law are also included.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity (according to California SB967, signed into law on September 28, 2014). It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

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

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

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

- (A) The complainant was asleep or unconscious.
- (B) The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- (C) The complainant was unable to communicate due to a mental or physical condition or developmental disability.

Consent will not apply if the individual is under the age of consent according to California Law.

Complainant – A complainant is any person who alleges to be the victim of sex discrimination, including but not limited to any act of sexual violence.

Dating violence: Dating violence is a violent act committed by a person –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

Domestic violence: Domestic violence is a felony or misdemeanor crime of violence committed by –

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Intimidation: Words or conduct that places the victim in reasonable fear of bodily harm.

Non-consensual sexual contact: Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without affirmative consent.

Non-consensual sexual intercourse: Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or woman upon a man or a woman, without affirmative consent.

Respondent – A respondent is any individual who is alleged to have discriminated on the basis of sex as defined in this policy.

Responsible employee – A responsible employee is a University employee designated herein as having the obligation to report incidents of alleged sexual violence to the Title IX Coordinator. Responsible employees include the Title IX Coordinator and Deputy Coordinators, Residence Directors and other professional Residence Life staff, and any employee designated as a Campus Security Authority, except as provided in the next sentence. Responsible employees do not include campus mental-health counselors, pastoral counselors, psychologists, or other persons with a professional license requiring confidentiality, or who is supervised by such person.

Examples of individuals whose positions should be assessed because they meet the criteria for being campus security authorities include:

- Professional staff in a dean of students office, including leaders in student affairs and housing
- Staff in the student center or student union building
- Staff in the student activities office (handling extracurricular activities)
- Faculty or staff advisors to student organizations
- Resident assistants/advisors; resident and/or community directors
- Students who monitor access to dormitories or other facilities
- Athletic directors (ADs) and coaches (including assistant ADs and assistant coaches)
- Contract security officers
- Event security staff
- Administrators at branch/satellite/separate campuses

Examples of individuals who would not meet the criteria for being campus security authorities include:

- A faculty member who does not have any responsibility for student and campus activity beyond the classroom
- Clerical or cafeteria staff
- Facilities or maintenance staff

Sexual assault - Sexual assault is a general term that covers a broad range of inappropriate or unlawful conduct, including rape, sexual battery, and sexual coercion. As defined under California law, rape is nonconsensual sexual intercourse that involves the use of threat of force, violence, or immediate and unlawful bodily injury or threat of future retaliation and duress. Sexual battery includes the nonconsensual touching of a person's intimate parts, or the clothing covering the immediate area of those parts, or forcing a person to touch another's intimate parts.

Sexual discrimination: Sexual discrimination is defined as inequitable treatment of individuals on the basis of gender and includes behaviors or actions that deny or limit a person from the benefits of an education program or activity.

Sexual harassment: Sexual harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment occurs where:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment or education (“quid pro quo”);
- submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting the individual (“quid pro quo”); or
- Such conduct creates an intimidating, hostile, offensive, or demeaning employment or educational environment.

Sexual violence: Sexual violence is a form of sexual harassment prohibited by Title IX. It is defined as any physical sexual act perpetuated against a person's will or where the person is incapable of giving consent due to that person's use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—**a**) fear for his or her safety or the safety of others; or **b**) suffer substantial emotional distress. [VAWA] Examples include, but are not limited to, unwelcome communication (e.g. face-to-face communication, electronic communication, communicating through a third-party, written letter, gifts, etc.), threatening or obscene gestures, and following a person or group of peoples.

California Penal Code Definition of Stalking (PC 646.9): (a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

III. COMPLAINANT’S RIGHTS AND OPTIONS

A. Reporting

Sexual harassment may involve incidents between any members of the University community, including faculty and other academic appointees, staff, coaches, students, and non-student or non-employee participants in University programs, such as vendors, contractors, visitors, and parents. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex.

In the interest of preventing sexual harassment, the University will respond to reports of any such conduct and will take reasonable steps to prevent discrimination and harassment from occurring. In determining whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

WJU encourages those who have experienced sex discrimination to complete an online incident report (address) or speak directly to the Title IX Coordinator, a Deputy Title IX Coordinator, or the Department of Campus Safety. Upon receiving a complaint, a Responsible Employee will make every effort to ensure the Complainant understands reporting options and confidentiality limitations, in additions to options for care, counseling, and accommodations. Although the University encourages reporting of any sexual misconduct, it is ultimately the student’s decision whether to file a criminal and/or university complaint unless the student is a minor. If the student is a minor, the university is required to report the matter to a law enforcement agency

University complaints against other students are filed through:

- Dean of Students
- Department of Campus Safety

University complaints against an employee of WJU are filed through the Office of Human Resources.

The Title IX Coordinator can assist with all aspects of the reporting procedure and will conduct a thorough and impartial investigation into a complaint.

B. Timing

Although there is no time limit on the filing of campus complaints as long as the respondent is still a member of the WJU community, prompt reporting is likely to result in a more satisfactory investigation. The University is committed to providing a prompt, thorough, and fair resolution to all complaints, typically within 90 calendar days. Except in extraordinary cases, the 90 days include complaint, investigation, and notice of findings, sanctions, and/or recommendations to the complainant and respondent concurrently within five days after the report is completed.

C. Academic Accommodations and Interim Measures

On-campus services that can be requested through the Womack Student Life Center or through the Title IX and Deputy Coordinators include:

- Housing Relocation Services
 - In the case of sexual assault, students have the right to request changes to their on-campus

living situation and may include extending a temporary exemption of a housing contract so the victim may seek an off-campus housing alternative.

- Change of academic Situation
 - In the case of sexual assault, students have the right to request changes to their class schedule, including rescheduling exams or assignments, withdrawal from or retaking a class without penalty, transferring class sections, alternative course completion options, adjustment of on-campus work schedule, and access to academic support (e.g., tutoring)
- Additional Interim Measures
 - While an investigation is pending, the University may provide for complainants no contact orders or changing the alleged perpetrator's living arrangements or course schedule.
- Counseling Services
 - Referral to counseling services through a local agency is available through the Womack Student Life Center. Please call (916) 577-1304 or contact the Director of Student Care. If no counselors are available, please request help in locating an off-campus counseling resource.

These remedies may be applied to one, both, or multiple parties involved. If the complainant requests remedies listed above, and the requests are reasonable, then the university will assist the students with their requests. For reports of violations of this policy, wherein the complaint involves a student as the respondent, the university will address the issue through the judicial process.

D. Limited Immunity

WJU will work with victims to ensure their safety as much as possible and to remedy the situation. To encourage reporting, the University pursues a policy of limited immunity from being held responsible with policy violations related to the particular incident. While violations to policy cannot be completely overlooked, the University will provide educational options.

E. Confidentiality

WJU receives all reports of sexual misconduct with the utmost gravity and encourages those who have experienced any form of sex discrimination to report the incident promptly, to seek all available assistance, and to pursue University conduct charges and criminal prosecution of the offender. Individuals who desire confidentiality and privacy related to incidents of sexual discrimination, sexual harassment, and sexual violence are encouraged to seek University counseling services or campus ministry staff.

Those who have disclosed sexual misconduct should know that other university employees (Residence Directors, Campus Safety Officers, faculty and staff members, etc.), excluding University Counseling Center staff, Student Health Center staff, and Campus Pastors who may be bound by confidentiality standards, will report sexual misconduct to the Title IX Coordinator.

While the complainant may request confidentiality, s/he needs to know that the request will be weighed against the seriousness of the allegation(s), that the University's ability to respond may be limited, and the FERPA rights of the respondent might be implicated. University employees involved in the investigative process receive instruction about respecting and safeguarding private information. If the student is a minor, the university is required to report the matter to a law enforcement agency.

F. Prohibition against Retaliation

The University may not retaliate against individuals for reporting or otherwise opposing discrimination targeted at other individuals or for participating in an investigation of another person's discrimination complaint (including intimidating, threatening, coercing, or in any way discriminating against the individual). Discipline imposed on students who are found to have engaged in sex discrimination does not constitute retaliation.

G. False Complaints

Students and employees will not suffer adverse consequences as a result of reporting a matter involving sexual discrimination, sexual harassment, and sexual violence in good faith. However, the protocol shall not be used to initiate frivolous claims, false claims, or malicious charges without regard to the truth. After the completion of remediation efforts, if the Title IX Coordinator concludes that the complainant's allegations were false, frivolous, or malicious, they may recommend disciplinary action against the complainant, up to and including termination of employment or expulsion from the University.

H. Resources

On-campus resources for students are located in the Office of Student Life. Employee resources are available in the Office of Human Resources.

Emergency response is available through Campus Safety, the RD Hotline, and Stand Up Placer. In the case of a sexual assault, the following may be contacted for victim assistance:

- WJU Campus Safety Hotline: (916) 521-0776 (who will contact RD on call)
- WJU RD Hotline: (916) 577-8020
- Stand Up Placer, 24 Hour Crisis Hotline: (800) 575-5352

A list of off-campus resources is maintained in the Office of Student Life. Referral to counseling services through a local agency is available; contact the Director of Resident Life and Student Care. In searching for counseling services, it is recommended that the complainant consult their insurance provider to determine what the insurance may cover, as the complainant may want to seek a provider authorized by the insurance company

IV. INVESTIGATIVE AND DISCIPLINARY PROCEDURES

The status of the respondent will determine which office will investigate and adjudicate the complaint. Decisions made regarding an alleged sexual misconduct violation are ultimately based upon what the university would consider to be "a reasonable belief" of what occurred/"preponderance of evidence" and not upon "rules of evidence" similar to that of a court legal system. When there is a "preponderance of evidence," the evidence in support of the question at issue is of greater weight or more convincing than the evidence in opposition to it; that is, the standard is whether based on the evidence it is more likely than not that what is alleged is true.

Investigation and disciplinary procedures are contained in the appropriate handbook found online:

Students

- Dean of Students

Faculty

- Provost (respondent is faculty or staff member in the role of instructor)

Employee

- Human Resources (respondent is an employee)

V. EDUCATION, TRAINING, AND AWARENESS

Consistent with institutional values that reflect respect for others, the University educates its members as to how to identify and prevent sexual discrimination, sexual harassment, sexual violence, and other inappropriate behavior. With this knowledge, University members become more sensitized and can help keep the University community free of these behaviors. Although this is not intended to be an exhaustive list, the following steps support these efforts:

- The Title IX Policy is disseminated through multiple media, including, but not limited to, publications (e.g., catalogs, handbooks, etc.), the University website and portal, orientations, awareness programs, and placement in prominent campus locations.
- The Title IX Contact poster is displayed on the main campus, at non-main campus locations, and on the University website.
- New employees are advised of policies and procedures during orientation.

- Online training for all new students and transfer students.
- Residents are advised of policies and procedures during residence life orientation.
- By virtue of their contracts, faculty (including adjuncts) are expected to become familiar with policies and procedures.
- Annual Title IX and sexual assault prevention education for resident advisors, orientation leaders, and student government.
- Annual Title IX and sexual assault prevention education for athletes and coaches.
- Students involved in practicums, student teaching, and other off-campus study are advised of policies and procedures before they begin their studies.

In addition to the University's continuing sexual harassment and Title IX trainings, the University conducts primary prevention and awareness programs for incoming students and new employees concerning:

- Domestic violence, dating violence
- Sexual Assault
- Stalking
- Safe options for bystander intervention
- Information on risk reduction to recognize warning signs of abusive behavior
- Ongoing prevention and awareness described in said programs

Additionally, Campus Safety provides safety whistles, safety escorts, safety videos, and safety and prevention presentations.

Training for those with Title IX Responsibilities

The Title IX Coordinator and Deputy Coordinators, investigators, and responsible employees are trained how to respond and investigate reports of sexual violence.

Bystander Intervention

If acts of violence against other individuals are observed, the University encourages bystanders to intervene, if possible to do so without risking further harm:

- Dial 911
- Contact Campus Safety
- Utilize a Warrior Whistle
- Yell, draw attention to the situation so as to frighten the perpetrator
- Remain in the area as a witness

For more information, see APPENDIX E: SANCTIONS, PROCESS AND APPEALS.

REGISTERED SEX OFFENDERS

The law requires that institutions of higher education provide their campus communities with instruction on where information pertaining to registered sex offenders may be accessed. Furthermore, The Campus Sex Crimes Prevention Act (CSCPA) of 2000 requires the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. In the state of California, this information is distributed through a website offered by the California Office of the Attorney General. This website can be viewed at www.meganslaw.ca.gov.

The law further requires law enforcement agencies to notify the WJU of any Sex Offenders who enroll or are employed by the University. The CSCPA amends the Family Educational Rights and Privacy Act of 1974 (FERPA), allowing the educational institution to disclose information provided by law enforcement agencies. This information may be requested through the WJU Department of Campus Safety.

EVACUATION PROCEDURES

Every person in an on-campus building, including staff, faculty, students, visitors, and contractors, when the fire alarm is sounding or when a campus wide evacuation notification is given through the emergency notification system or when directed to do so by emergency officials, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. Exits are posted throughout each building.

Elevators: Elevators cannot be used by any person as a means of emergency evacuation. Elevators in most buildings are pre-set to return automatically to the bottom floor. Use of an elevator can result in opening on the fire floor, exposure to life-threatening levels of fire or gases, and being trapped in a malfunctioning elevator.

Evacuation for the Mobility and Visually Impaired: Persons with mobility impairment may be allowed to "defend in place" and not be required to evacuate if they are: (1) located above or below the level of building exit, and (2) physically cannot exit without assistance.

Definition of Mobility Impaired: Persons who use a wheelchair, crutches, canes, walkers, etc. Persons who are able to walk should exit if possible, but need to decide if they can safely descend the stairs. Those with emphysema, asthma, heart disease, and arthritis, depending on the situation, may also follow the guidelines for defending in place.

Visually Impaired: Persons who are visually impaired should, with the assistance of others, evacuate the building using the stairs, if they are familiar with their immediate surroundings and frequently traveled routes. If visually impaired persons are unfamiliar with the emergency evacuation route and assistance is not available, they should defend in place. To assist visually impaired persons:

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

Hearing Impaired: To alert people with hearing limitations:

- Turn lights on/off to gain the person's attention.
- Indicate directions with gestures.
- Write a note with evacuation directions.

Personal Emergency Plans (PEPs) for Persons with Disabilities

Although the process of developing a Personal Emergency Plan is optional for students and staff, WJU encourages proactive planning on the part of the entire campus community for emergency conditions. Individuals with disabilities may require additional assistance with alerting, evacuating, and sheltering in the event of an emergency.

WJU offers the opportunity, through a confidential process, to develop a PEP that may include such strategies as storing extra equipment or medications, providing Campus Safety personnel with your class and personal schedule, specific evacuation procedures, sheltering procedures, volunteer rescue assistants, and designating means of communication in the event of an emergency.

Although not required, faculty, staff, and students are encouraged to identify their concerns about evacuation in case of an emergency, and to develop a PEP that is effective for them.

Even without a PEP in place, having a cell phone on you at all times and programming the Campus Safety phone number (916) 521-0776 into your phone can allow you to alert Campus Safety if an

emergency occurs and you have concerns about evacuating.

Students wishing to create a PEP for themselves, or those with questions about evacuations can contact Campus Safety at **(916) 521-0776** or at security@jessup.edu.

Defend in Place: Unless the fire or other hazard is life threatening to a mobility-impaired person, or the person is on the ground floor (exit level of the building), then it may be advisable for that person to remain in her or his currently occupied room. If the individual decides to defend in place, he or she must immediately:

- Notify others evacuating that you are remaining in your room and ask them to contact Campus Safety with that information immediately upon exiting the building.
- If a phone is available, call Campus Safety at **(916) 521-0776** to inform them that you are defending in place, and your exact location. Close the door to prevent smoke entry, and, if necessary, put towels or any other available fabric at the crack at bottom of the door.
- If possible, move to a window with a brightly colored cloth to wave to the fire department. Do not break the window unless absolutely necessary (Breaking the window could allow smoke to enter the room from the floor below or injure a person below).

Emergency Response Drills

Campus wide emergency evacuations will be tested once annually in the fall. The campus emergency response and evacuation procedures will be publicized in conjunction with the drill. Tests of the WJU's emergency notification system, Everbridge Mass Notification, will also be tested at least once annually and may occur at the same time as the emergency evacuation drill. The campus wide emergency evacuation will involve all available members of the University's Emergency Response Team including predestinated campus sweepers. Other drills and tests may be scheduled by the Department of Campus Safety including but not limited to SWAT exercises, multiple casualty incidents, lock downs, and individual fire drill in residence halls. The Department of Campus Safety will also maintain documentation of each exercise; the date and time, and whether it was announced or unannounced.

Campus wide evacuation exercises require all occupants to proceed to the designated assembly area. If the soccer field is determined to be too close to the incident for safety reasons, a secondary evacuation area will be announced over a megaphone. Regardless of the area that is chosen, all persons should leave access for emergency personnel to enter the drive ways and building. The predestinated personnel will sweep their pre-designated area and ensure that all occupants have left the building. These campus sweepers will then respond to the evacuation area and report an "All Clear" to the emergency evacuation coordinator for their pre-assigned building or area. In addition to the sweep, the resident assistants (RA) will also take a roll call of their assigned students and report to their resident director. The sweep and "all clear" are an important function as emergency personnel responding to the incident need to determine if anyone is missing and may be in the building. If students, staff or faculty are missing, do not re-enter the building! Notify the emergency evacuation coordinator and/or campus incident commander of the missing person(s) name and last known location. Re-entry into the area will be made only after clearance is given by the campus incident commander or his or her designee.

Personal Safety

Make it a habit to be cautious around campus, in buildings, and in transit. The Department of Campus Safety hopes you will make the following steps part of your daily routine.

Around Campus

- **Walk safely:** Don't walk alone at night, especially in dark, vacant areas. Avoid shortcuts. If you must walk alone, proceed directly to your destination on well-lit paths. Look alert; be aware of your surroundings. Leave buildings on the hour or the half-hour, when most people are walking. Ask a friend to walk with you.
- **Help others walk safely:** Team up with another person walking alone at night.
- **Use safety escorts:** Students may request a safety escort after dark by calling the on-duty campus

safety officer. This service is available at any time.

Campus Safety advises students who are concerned about their walking safety on campus at night to walk with a friend, let their roommate know that they are leaving a building and will be arriving in a specific time frame, or walk when there is more campus pedestrian traffic. Campus Safety encourages members of the community to report suspicious behavior by calling **(916) 521- 0776**. Officers are on patrol 24 hours a day and will respond quickly to emergencies.

- **Don't jog alone** in remote areas during the day and never jog alone at night.
- **Carry a whistle** or other device that makes noise and keep it ready to use.
- **Report suspicious behavior** or circumstances to Campus Safety.
- **Don't sunbathe in remote areas.**
- **Carry your cell phone.** Pre-program the WJU Campus Safety phone number **(916 521-0776)**.

In Buildings

- Report burned-out lights to Facilities and/or Campus Safety.
- Don't get on an elevator with a stranger.
- Always leave room doors and windows locked. Draw shades at night.
- Don't let strangers into your room. Meet visitors and delivery people at the main door. They can phone you from the entrance by using the access phones (outside each residence hall).
- Never prop open doors outside residence halls or other buildings.
- Do not allow strangers into the residence hall.
Sometimes people you don't know will try to enter with you after you open the door. Ask them to wait outside until their guests can meet them. If they continue into the building, call the campus safety officer.
- If you are comfortable doing so, make it your business to ask a stranger in your building if you may be of any assistance. If the answer is hostile, evasive, or otherwise unsatisfactory, call a campus safety officer.
- Keep an eye out. When the campus is relatively empty, know who should be in the residence hall or office and watch out for one another.
- Don't leave valuables visible.
- **Lock your door.** This is the best deterrent to the casual thief. It takes only about eight seconds for someone to walk into an open room and take something. Even if you are only going to the bathroom or into the room next door, lock your door.
- **Keep your keys and ID Card.** Don't lend your keys or ID access card to anyone. Do not leave keys or your ID Card unattended in public. If you are entrusted with the use of a room or area containing WJU property, be especially careful with the keys and the property. Never let anyone else use keys for which you are responsible and make sure to lock the area before you leave. If your keys or ID card are lost or stolen, notify Student Life or Campus Safety right away. Just like a credit card, your ID card should be deactivated as soon as it is lost or stolen.
- Identification on Valuables. Engrave or clearly identify your valuables for easy identification. This sometimes will deter theft by making stolen property more difficult to sell and easier to identify if found. Always fill out a lost or stolen report with campus safety as soon as you know something is missing.

In Transit

- Watch for strangers around your car before entering your vehicle. Look around the vehicle from the ground up and front to back. Use caution when your vehicle is parked next to other cars or vans. Look inside your car before getting in.
- Play it safe on the road. While driving, keep doors locked and windows up. Do not pick up hitchhikers.
- Park safely. Park in a lighted area. Call the campus safety officer to request a safety escort from the lot to your residence hall.
- Wear your seatbelt.

Weapons

- Weapons are prohibited on the grounds of the WJU with the exception of law enforcement officers duly authorized to carry such weapons. No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the University.
- For the purposes of this policy, the term “weapons” includes, but is not limited to, firearms of any nature or description, including shotguns, rifles, pistols, and revolvers, paint ball guns, Taser gun, BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (pocket-style) knives with a blade length of greater than 2 ½ inches; swords; pointed metal darts; or any other destructive device or instrument that may be used to do bodily injury or damage to property. In addition to the list above, any other items that may be used as weapons may be subject to seizure.
- Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the university and/or prosecution under the appropriate state or federal laws.
- Students are encouraged to take advantage of community self-defense classes and workshop as well as any others that are provided by the university.

Protecting Personal Property

- Take steps to protect your belongings. Most theft on campus is opportunistic—someone sees an unlocked room or vehicle and takes advantage.

A surprising amount of theft takes place while the victim is on the floor but has just stepped out for a minute.

Automobiles

- You must register your vehicle with Campus Safety to receive a parking permit.
- Park in well-lit areas.
- Remove keys and lock doors.
- Install anti-theft devices (locks, alarms) for ignition, steering wheel, and brake and clutch pedals.
- Lock valuables and purchases in the trunk; don't leave them visible.
- Record serial numbers of mp3 players, cellular phones, GPS devices, satellite radios, and other easily removable accessories.
- Remove navigation systems and cellular phones when your vehicle is parked.
- Report any suspicious activity to a campus safety officer, including people looking in car windows.
- If your car is stolen, notify Campus Safety immediately.

Bicycles

- Keep a record of the bicycle's description, serial number, and registration number.
- Engrave your ID on the bicycle.
- Lock your bike with a heavy chain or cable through both wheels or with a hardened steel U-

lock. About 50 percent of all bicycles stolen from campus are not locked. Bicycles are often “borrowed” without the permission of the owner; locking your bicycle will increase the likelihood that you will not lose your bicycle.

- If your bicycle is stolen, **notify Campus Safety** immediately.

In an Emergency

- Rehearse in your mind how you would react in an emergency so your response will be automatic if something should happen.
Consider enrolling in a self-defense class.

If you are Followed...

- Remain calm.
- Cross the street.
- Change direction.
- Walk in lighted areas.
- Enter an open, lighted building.
- Use your phone to call Campus Safety **(916) 521-0776** on campus and 911 when off campus.
- Go to the Campus Safety office or a police station. If you do not know where a police station is located, go to a busy area, fire station, or hospital. Find a place where you can get help.
- Above all, do not go home (giving away your address).

If you are Attacked...

- Don't be passive; most attackers expect a passive victim.
- Do or say whatever you can to throw the assailant off guard—be creative.
- Attract attention—scream, break a window.
- Disarm the attacker—bite, punch, kick.
- Grind a pen, keys, or knuckles into the top of the attacker's hand.
- Do whatever you can to break the hold, then run and scream.
- Know where you are and Call 9-1-1.

If you Notice that Someone Else is in Trouble...

- Notify Campus Safety and notify Law Enforcement.
- Alert others and try to assist the victim as a group, provided it can be done safely.

If you Discover Fire or Smoke:

- Pull the nearest fire alarm and evacuate immediately and calmly evacuate to the WJU Soccer Field.
- Do not use elevators to evacuate in case of a fire!
- Once safe, call Campus Safety: **(916) 521-0776** and provide the following information:
 - Your name
 - Location of the fire by building or cardinal directions.
 - Call back number
 - Related information
- DO NOT HANG UP. Wait for instructions.
- Report to your supervisor, resident director, or professor once you arrive at the WJU Soccer Field
- Stay with your department/roommates/classmates.
- Return to your work/dorm/class ONLY when you have been authorized by Fire Department Personnel.

If Trapped by Fire in a Room:

- Place cloth material (moist if possible) around/under the door to prevent smoke from entering.
- Retreat! Close as many doors as possible between you and fire. Be prepared to signal from windows, but DO NOT break glass unless absolutely necessary (outside smoke may be drawn in.)
- Call 911 first, then call Campus Safety and provide your name and location.

Extinguishing Fires:

- Only use extinguishers on small fires.
- Only use extinguishers if trained.
- Remember PASS to use an extinguisher.
 - Pull the Pin.
 - Aim the extinguisher at the base of the fire.
 - Squeeze the lever.
 - Sweep from side to side.

Call Campus Safety if you see...

- Suspicious behavior or cars in or around a residence hall or other building.
- Anyone trying to open car doors or suspiciously tampering with a motor vehicle.
- Suspicious vehicles parked with the motor running.
- Damaged doors or windows in residence halls or other buildings.
- Loiterers in dark or secluded areas.
- Someone peering into or trying to open windows.
- Someone displaying a weapon.
- A stranger carrying articles like appliances or luggage out of residence halls or other buildings.

Call Campus Security if you Hear...

- Someone screaming.
 - Breaking glass.
 - A stranger trying to enter your building.
 - A call for police.
 - A call for help.
 - Loud or obscene shouting indicating a disturbance.
 - An explosion or gunshots.
- If you notify Campus Safety, an officers will respond (and if necessary fire, rescue and police) to any section of the campus. Please try to have the following information for the officer:
 - What you see or hear.
 - The address or location of the incident.
 - The number of people involved.
 - A description of the people involved.
 - License numbers and descriptions of cars involved.
 - The direction of fleeing suspects.
 - Your name and address (if you wish to give it)

Harassing Phone Calls

It is against the law to make harassing telephone calls. Federal law also prohibits the making of obscene or harassing phone calls in interstate or international communications. If you are receiving such calls or being

threatened over the phone, notify the Department of Campus Safety immediately. You can discourage or dissuade someone who harasses you over the telephone by taking the following steps.

- Hang up if the person does not respond when you say “hello.”
- Hang up if the caller does not give satisfactory identification.
- Never give out personal information such as credit card numbers or survey responses to someone who has not given satisfactory identification. If someone claims to be conducting a survey, get the person’s name and the phone number of the agency and say you will call back. Verify the number before returning the call.
- Hang up at the first utterance of an obscenity.
- Hang up without slamming the receiver or saying anything. Don’t give the caller the satisfaction of an audience or any sign that you are annoyed. If the calls persist, one right after another, take the following steps.
- Take the phone off the hook.
- Blow a whistle into the receiver.

Some prevention measures that you can take from possibly being a victim of harassing calls in the first place are not to give your personal phone number to people you do not know and trust. Do not publicize your phone number or personal e-mail address on the internet on such sites as Facebook, Google, Twitter and other social networks.



Campus Fire Logs

A log the past 60 days of all fires and fire alarms in which there was a physical cause (i.e., smoke, heat, etc., rather than a faulty detector or system malfunction) are listed in the Campus Safety online **Daily Fire Logs** within two business days of occurrence. Visit the Campus Safety website at [Daily Fire Log](#) to see current fire log. When changes in the cause, origin or additional information become known about a campus fire, the Campus Safety Department will be make changes to the log within two business days of the status change.

Fires and Fire Prevention

Fire prevention is the responsibility of all members of the William Jessup University community. College residence halls are particularly susceptible to fires, and students residing in the halls must carefully adhere to fire safety regulations.

Student Fire Safety Education Program

The WJU fire safety education program is multi-faceted. Initial training on the university's fire safety policies and procedures is provided at orientation each year. Additional information and reminders on fire safety zones and evacuation procedures is provided to all students, staff and faculty prior to the start of fire drills for the year. Resident Directors and Resident Assistants receive additional training.

Fire Evacuation Policy

University Policy on Reporting of Fires: Fire alarms for university-owned buildings ring directly to local alarm company who will notify Campus Safety of an alarm. However, any member of the community who becomes aware of any active fire must notify Campus Safety immediately.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at the WJU soccer field and await further instructions from fire and/or Campus Safety personnel. No occupant will re-enter a building until clearance is given by fire and/or Campus Safety personnel.

Fire Drills

Residence Halls and the Apartments will have a fire drill performed at least once a year. The fall semester drill will be performed in conjunction with the campus wide evacuation drill using the Everbridge Notification System.

WJU Residence Halls Fire Drill Log 2016

Hall	Spring Fire Drill	Start Time	End Time	Duration	Fall Fire Drill	Start Time	End Time	Duration
Apartments	2/24/2016	8:00 PM	8:20 PM	20 minutes	9/12/2016	10:15 AM	10:27 AM	12 minutes
Phillips Hall	2/24/2016	8:00 PM	8:20 PM	20 minutes	9/12/2016	10:15 AM	10:27 AM	12 minutes
Rispoli Hall	2/24/2016	8:00 PM	8:20 PM	20 minutes	9/12/2016	10:15 AM	10:27 AM	12 minutes
Sunset Hall	2/24/2016	8:00 PM	8:20 PM	20 minutes	9/12/2016	10:15 AM	10:27 AM	12 minutes
Tiffin Hall	2/24/2016	8:00 PM	8:20 PM	20 minutes	9/12/2016	10:15 AM	10:27 AM	12 minutes

Fire Safety Policies

Of all the safety concerns on campus, fire safety is where the student's action or inaction can have the greatest impact on other students and the community.

Candles, Incense, and Open Flames

The most frequent causes of residence hall fires on our campus have been candles and incense. Candles, oil lamps, incense, alcohol lamps, and open flame burners are prohibited. The policy also prohibits listed items for decorative purposes.

Corridors

State fire regulations require that all paths of exit, including corridors and stairwells, be kept free of obstructions. Bicycles, boots, shoes, boxes, trash, suitcases, clothes, beds, and furniture should never be left in corridors or stairwells.

Any item left in the corridors or stairwells will be confiscated and may be thrown away. Students are financially responsible for any missing room furniture, including furniture confiscated from corridors.

Electrical Equipment and Appliances

All electrical equipment is subject to inspection throughout the year by the Department of Safety and Facility Management as part of a continuing fire safety program. For example, before a breaker can be reset, the cause of the electrical overload must be determined. A quick check of all rooms on the involved circuit would need to be done. All types of halogen lamps are prohibited. Extension cords may be used, but they must be UL-approved. Multi-outlet extension cords are also allowed as long as they are UL-approved and have independent fuse protection. Extension cords should not be run under rugs, in travel ways, or under furniture. Do not tack extension cords to baseboards or other areas of the room.

The storage and use of the following electrical appliances in student rooms is prohibited:

- Open heating coils
- Refrigerators measuring over 2.5 cubic feet
- Outside radio and television antennas
- Space heaters
- Heat generating humidifiers or vaporizers
- Toasters
- Toaster ovens
- Electric grills/griddles

While most appliances are prohibited, there are a few exceptions, such as coffeepots, hot pots, and popcorn makers. Due to the limited capacity of the electric circuits, students are encouraged to confine electrical use to radios, stereos, tape players, television sets, clocks, razors, hair dryers, and computers. Appliances not in use must be turned off and/or disconnected.

Fire Extinguishers

Fire extinguishers are located on each floor of each residence hall. Extinguishers should be used for their intended purpose only and should not be removed from their assigned location. Extinguishers should be used only after the alarm has been pulled and the fire department has been notified. Only then should you try to control a small fire, if you can do so safely. Report fires of any size by calling 911, or **(916) 632-4093** from a cell phone for **Rocklin Fire Department** and also notify the **Department of Campus Safety at (916) 521-0776**.

Fire Doors

Keep fire and smoke doors closed. These doors prevent the spread of smoke and fire, saving lives and minimizing damage to the building and personal property.

Fire Safety Inspections

In order to keep the residence hall free of fire hazards, fire safety inspections are performed bi-annually. The Department of Campus Safety and the Facilities Department will follow up on any fire safety violations that are discovered during these inspections.

Flyers and other Postings

Flyers and other wall postings make the spread of fire much quicker and easier. To increase the safety within the residence halls, we ask students to post flyers and announcements in designated areas only. This is typically the cork board on the room door and a community events board on the main floor of the residence hall lobby. Flyers placed on walls, glass or fire doors, or on entry ways will be removed.

Gasoline and other Combustibles

Any item with a gasoline engine is prohibited in residential buildings. Gas barbeque grills, charcoal, and lighter fluids are also prohibited items in and around the resident dorms. A gas barbeque is provided at the apartments for student use only in the designated area.

Room Furnishings

State law prohibits the use of upholstered furniture in student rooms. Futons should be fire-resistant. Waterbeds, lofts, and hanging chairs are prohibited in residence hall rooms. Decorations may not be hung from the ceiling or sprinkler pipes.

Approved Decorations

- All decorations throughout the building must be flame-resistant.
- Only fireproof artificial trees may be used in University buildings.
- If a holiday tree is set up in a residence hall, decorations must be made of flameproof or fireproof glass or metal. Items must be labeled as fireproof, not assumed to be fireproof. Only UL-approved lighting sets may be used to decorate a tree.
- Balloons (filled with nonflammable gas)
- Aluminum foil and other metal decorations
- Posters made of heavy cardboard or paper that has been treated with flame-resistant solution (Check label for this information.)
- Window decorations must be limited to the glass area. Only watercolor paints may be used. The steel or wooden frames of the windows are not to be painted or taped with any kind of tape. Windows must be cleaned at the end of the event or holiday season.

Prohibited Decorations

- No decorations of any kind are allowed in corridors, stairwells, or any means of exit. Doors may not be decorated with cards, ribbons, wrapping paper, or natural wreaths, yet may have a bulletin board.
- Cornstalks, hay, straw, and excelsior are prohibited.
- Cut or live trees, wreaths, and sprays may not be used in the building. They may be used on the outside of exterior doors.
- Items that may damage the interior paint or wallpaper of any building are prohibited.
- Paper lanterns are prohibited.
- Plastic film and coverings are prohibited.

Items prohibited in the residence halls include, but are not limited to:

- Candles, incense, openflames
- Open heating coils
- Household-size and apartment-size refrigerators measuring over 16"x 19"x 18"
- Outside radio and television antennas

- Space heaters
- Heat generating humidifiers or vaporizers
- Toaster ovens
- All 4 residence halls, the apartments and rooms occupied at Staybridge Suites and Holiday Inn Express are completely smoke-free spaces. No smoking should take place in any space in these buildings or grounds. This includes, but is not limited to, student rooms, lounge spaces, bathrooms, porches, and balconies. Failure to comply with this policy will result in disciplinary sanctions and may lead to a loss of housing privileges. Please see the Housing Contract for more information.

Campus Fire Statistics

Definitions

The following definitions are applicable to this section:

- **Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.
- **Fire-Related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.
- **Fire-Related Death:** Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of a fire.
- **Fire-Alarm System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

WJU Residence Halls Fire Report for 2016

Hall	Fire Type	Fire Cause	Date	Time	Nature	Location	Injuries	Damages	Deaths
Apartments	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Phillips Hall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rispoli Hall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sunset Hall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tiffin Hall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student Residence Hall Fire Safety and Sprinkler Systems

Below is a listing of residence hall fire safety systems.

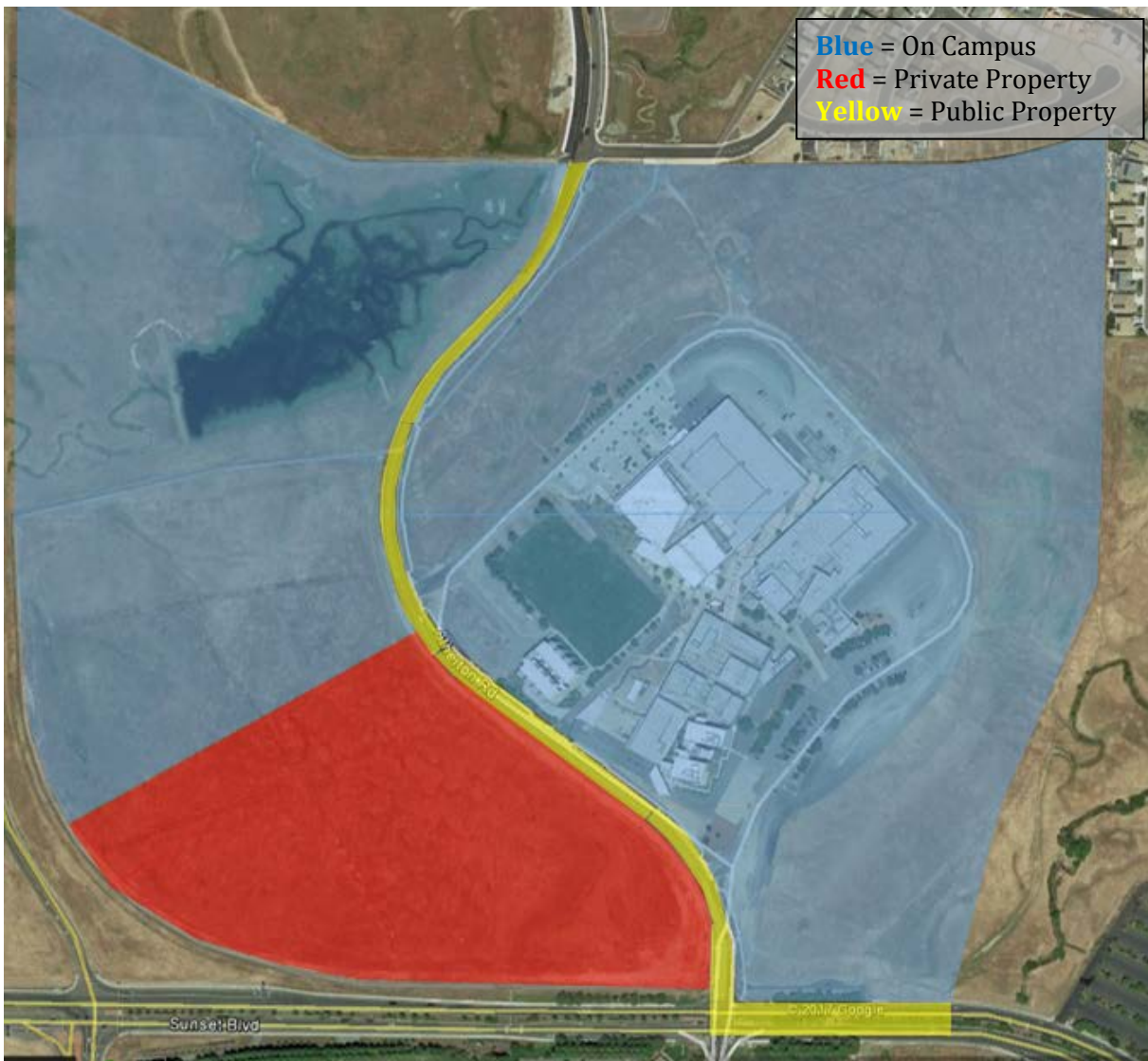
WJU Residence Halls Fire Report for 2016

Hall	Fire Alarm System	Smoke/ Heat Detectors	Pull Stations	Audible Alarms	Visual Alarms	Fire Alarm Monitored	Fire Extinguishers	Fire Suppression System
Apartments	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Phillips Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rispoli Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sunset Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tiffin Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes



Appendix A: University Maps

Clery Geography Map of Rocklin Campus Property



*Rocklin Campus
2121 University Avenue, Rocklin, CA 95765*

Clery Geography Map of San Jose Campus Property



*San Jose Campus
1190 Saratoga Avenue, Suite 210, San Jose CA 95129*

APPENDIX B: CLERY ACT CRIME DEFINITIONS

To aid in the understanding of the crimes reported in this document, we are providing the following definitions. These can also be found on the University Web site at <http://my.jessup.edu/campussafety/resources/crime-definitions-clery/>

[Source: Clery Act Reference Guide]

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

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses: Any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-Forcible: Any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- C. **Incest:** Non-f forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. **Statutory Rape:** Non-f forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

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

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

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

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

Hate Crimes: A hate crime is defined as any criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Reportable hate crimes include crimes in the above categories committed with a bias component, as well as bias-involved larcenies, simple assault, intimidation, vandalism, and any other crime involving personal injury (see definitions below).

Bias: 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. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

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

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Larceny: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

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

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

actual physical attack.

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

Violence Against Women Act Crimes:

Domestic Violence: a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

APPENDIX C: SANCTIONS, PROCESS, AND APPEALS

SANCTIONS AND CONSEQUENCES

Students who are found to be in violation of the community standards will be placed on a behavioral agreement with the University. The behavioral agreement is a document that contains the findings of the conduct meeting along with various outcomes that will be in place for a specific period of time. This written decision will include, where appropriate, summation of findings. These outcomes may contain consequences and/or interim measures.

Consequences and Interim Measures

The following section lists some examples of Community Standard violations that differ in levels of seriousness and the more common resulting sanctions (consequences). This list is not exhaustive, but it serves as a guide in the student conduct process. In reviewing each violation, the adjudicating officer will consider the following that may influence the outcome: attitude and/or truthfulness of student when confronted and throughout the student conduct process, prior student conduct violations, impact of the violation on the community, when the misconduct occurred, and whether or not the student came forward to assume responsibility.

The following sections serve as a guide and are not a comprehensive list of all violations and possible sanctions, for a more exhaustive list of violations, please see the William Jessup Community Standards.

Level 1 Violations

Generally result in losing some privileges (e.g., open hour visitation) and/or a fine. Students may also be assigned additional Learning Sanctions (see below) when appropriate, or may receive a warning (for very minor violations).

- Living area complaints (candles, pets, noise, property damage due to negligence, etc.)
- Excessive public displays of affection
- Repeated language issues
- Visitation hour violation
- Tobacco (including electronic cigarettes) on campus.

Level 2 Violations

Generally result in losing some privileges and being assigned Learning Sanctions (see below). In addition, a student may be placed under Student Life Probation, depending upon the severity of the violation and/or previous Community Standard violations.

- Multiple Level 1 violations
- Alcohol/controlled substance violation
- Sexual misconduct
- Abuse of the student conduct process
- Disruption of university activities
- Failure to complete assigned sanctions
- Property damage/vandalism

Level 3 Violations

Generally result in an immediate dismissal from the University for one or two semesters.

- Assault (physical or sexual)
- Providing or sale of a controlled substance
- Theft
- Multiple Level 2 violations in the same incident (based on severity of the violations)

Learning Sanctions

In keeping with our goal of making the student conduct process a redemptive, learning experience, students are often required to complete an assignment that is designed to offer opportunities to develop new knowledge or skills, reflect on their experiences, and contribute to the community. These opportunities may include written reflection papers, community service, mentoring, educational programs, or counseling.

Sanctions may also include, but are not limited to, one or more of the following:

- **Formal apology:** A written and/or verbal apology to the offended party/parties.
- **Restitution:** Compensation for loss, damages, or injury. This may take the form of completing appropriate service and/or monetary or material replacement.
- **Fines:** Previously established and published fines may be imposed.
- **Parental notification:** Parental notification may be required as a sanction through the student conduct process, and is generally required as a result of violations of the underage alcohol or drug policy, any Level III violation, or when a student is placed on deferred suspension.
- **Drug testing:** Students who violate the drug policy are generally required to participate in random drug testing for a period of time.
- **Letter of reflection:** This may include reflecting on a book or video or responding to a series of questions given by the judicial officer.
- **Mentorship:** Choosing a non-student faculty, staff, or community member to meet with regularly for a set period of time.
- **Alcohol or drug education course:** Online educational experience related to a Community Standard violation.
- **Loss of privileges:** Denial of specified privileges for a designated period of time. Loss of privileges includes, but is not limited to, open hours, vehicle permit, living in residence halls or off-campus, entering the dining commons, withholding transcripts, and attending or participating in university programs or activities (such as athletic events, intramurals, music performances, drama productions, intercollegiate athletics, graduation exercises, student leadership positions, club activities, off-campus study programs, summer travel programs, etc.).
- **Warnings:** Verbal or written notification that a student's conduct should not continue, and similar violations of university policy will result in more serious sanctions.
 - **Student Life Probation:** A period of review during which the student must demonstrate the ability to comply with the Student Handbook and other university policies or requirements. Probation status takes away the privilege of holding certain student leadership positions. Probation may, but does not always, restrict a student's ability to participate in activities such as study abroad programs, or other activities in which the student is representing the university.
 - **University Dismissal:** Separation of the student from the campus for a specified period of time, after which the student may be eligible to return. (See Dismissal and Readmission section)

Interim Measures

During the process, while the violation of the community standard is being explored, and based upon the information received by the Dean of Students regarding the matter, the Dean of Students may take any one or more of the following actions:

- Impose immediate interim sanctions pending a final determination in the matter, including, but not limited to the following: stay-away orders; removal from the residence halls; suspension from campus, classes, or WJU campus events that occur off campus.
- Enter into the residence hall, room, or apartment of the student facing the allegations of misconduct for the sake of removing any material that constitutes a serious risk of harm to other persons or property in the residence halls.
- Refer the matter to the appropriate police authorities.

The interim sanction will remain in effect until it is otherwise revoked by an appropriate representative of the University.

PROCESS

Right of Access

Students must submit a written request to see their judicial file to the Dean of Students. Access will be granted no later than 45 days after the request.

Right to Process

Students whose behavior violates the Student Standards of Conduct will be treated justly and fairly. This means that the disciplinary process of the case will be in a timely and reasonable manner. The process involves three components:

- Notification — a student has the right to proper notice of the policy he/she allegedly violated and when his/her case will be heard. However, based on the information gathered through the disciplinary process (i.e., during the hearing process), a student may be held responsible to additional violations than what was originally listed in the notification letter.
- Right to be heard — a student has the right to present his/her view point and position and provide supporting information, and to have it considered by a university official.
- Information — Decisions in a student conduct case are based on reasonable and available supporting information.

Student Life Judicial Officers

The Student Life Judicial Officers are composed of faculty and staff who have been trained to hear student conduct cases. This includes:

- Dean of Students (Chief Judicial Officer in most cases)
- Director of Residence Life
- Residence Directors
- Director of Community Life
- Other university representatives as designated

In most cases, one staff member will be following up on alleged violations, but in some cases an additional staff member from the Student Life office may be present.

Dismissal and Readmission

Students dismissed from the University are restricted from the property of the University and prohibited from attending any university-sponsored events. Presence on university property, for any reason, without prior permission from the Student Life office will constitute a violation of this restriction and you will be escorted off-campus by Campus Security.

A student may petition for readmission to the University based on the timeframe set forth in the dismissal letter. Suspensions may be for a semester or a year. In rare cases, a student may be expelled from the University without an opportunity to return. For students petitioning for readmission for conduct-related issues, a formal request letter should be sent to the Dean of Students no later than one month prior to the start of the desired semester of attendance. The following conditions for re-admission consideration include:

1. Complete a short written statement addressing why you believe that the issues that resulted in your dismissal would not re-occur and how you would be an asset to the campus community in the event that you would be re-admitted to the University.
2. Demonstrate learning and growth through involving others in your restoration process. Some options may include a mentor, a professional counselor, and a local church body.
3. Attend an interview for readmission with the Dean of Students.

You have the right to appeal this decision in writing following the appeal process.

APPEAL PROCESS

Students who wish to appeal a disciplinary decision must do so in writing to the supervisor of the staff member who imposed the sanction on the student, or his/her designee. Students will have only one opportunity to appeal. All appeal meetings are closed and the proceeding may be kept confidential at the discretion of the University. Appeal meetings may be recorded by the discretion of the University without the consent of the student.

The appeal is not a rehearing of the original case and the role of the appeal officer is not to substitute his or her own judgment for the judgment of the original decision. The role of the appeal officer is to determine whether a new decision should be considered due to a procedural error, the availability of new information, or the imposition of excessive sanctions. Therefore, a student's appeal must be based on one or more of the following grounds:

- A **process or procedural error** was made that was significantly prejudicial to the outcome of the student conduct meeting as it affects the student appealing.
- **New information** that was not available or known to the student appealing at the time of the student conduct meeting has arisen which, when considered, may materially alter the outcome. Information that the appealing student chose not to present at the time of the hearing is not considered new information.
- The **sanctions imposed are so severe** — considering the nature of the violation, student attitude, previous history, impact of the student's behavior on the community and other specific circumstances — That they demonstrate an abuse of discretion by the student conduct officer or Student Life Committee. (Note: a complainant may use the same grounds to appeal that sanctions imposed are not severe enough.)

Guidelines for the letter of appeal

1. Students must submit a written appeal to the supervisor of the judicial officer or designee within three school days of the date of the written decision. Written appeal must reflect the guidelines as listed in the following point.
2. The petition must include:
 1. Names of the parties involved
 - Clear statement of the nature of the appeal (must consist of one or more of the following exclusive grounds):
 - New information
 - Excessive sanctions
 - Procedural irregularity
 2. A narrative of the incident including:
 - Why it occurred
 - How it occurred
 - Where it occurred
 - Who was present
 - The information on which the appeal is based
3. The desired outcome

It is not enough to simply assert one of the grounds for appeal. The written statement accompanying the appeal form must provide information that supports grounds upon which the student bases the appeal. For example: If the student asserts that a procedural error occurred, he or she must name the procedure with specificity and explain how the error affected the decision made. If an appeal does not contain sufficient information to support the grounds upon which the student bases the appeal, review of the appeal will be denied.

During the appeal process, the supervisor may choose to set aside sanctions as appropriate.

The supervisor (or designee), may, in response to the written appeal and upon review of all information and testimony presented, revise or confirm an earlier disciplinary process. The decision of the appeal may be made with or without meeting with students. After a decision has been reached, the student will be notified in writing by the supervisor. Only in case of sexual misconduct issues, both the complainant and the respondent will have the right to appeal the decision made through the process. Decisions made in the appeal process are final.

Conduct Review Committee Appeals

In cases that result in university dismissal (suspension or expulsion), the student may choose to have an appeal presented to either the

Officer or his/her designee, or the Student Conduct Review Committee. In addition, the chief judicial officer has the discretion to defer any appeal requests to the Student Conduct Review Committee. The Chief Judicial Officer (usually the Dean of Students) or his/her designee will chair the Student Conduct Review Committee as a nonvoting member. If practicable, the committee shall consist of two faculty members, two staff members, and two students (each selected by the chief judicial officer or designee).

The following process is such that after review of information, interview of witnesses, and deliberation, the committee will make a recommendation to the chief judicial officer or his/her designee whose decision is final. In the case of a tie or deadlock, the chair will not vote and the decision will be notified to the Chief Judicial Officer. There must be a minimum of five members present to constitute a quorum (including the chair). If the student behavior resulting in the disciplinary process involved violent or dangerous behavior, the committee shall be required to consider the safety of the WJU community in its deliberations and recommendation, and any sanction imposed on the student shall not be stayed pending the appeal.

Notification

Any disciplinary outcome resulting in university suspension or expulsion may be reported to the student's professors, other university officials, and the registrar.

The university will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the university against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Time Limitations

The university may also extend its jurisdiction to misconduct that occurs prior to, but is not reported until after the graduation of the offender. There is no time limit on reporting of violations of the Student Standards of Conduct. However, the longer someone waits to report an offense, the harder it becomes for WJU to obtain information and witness statements, and to make a determination regarding alleged violations.

APPENDIX D: Title IX Education and Training

Consistent with institutional values that reflect respect for others, the University educates its members as to how to identify and prevent sexual discrimination, sexual harassment, sexual violence, and other inappropriate behavior. With this knowledge, University members become more sensitized and can help keep the University community free of these behaviors.

In addition to the University's continuing sexual harassment and Title IX trainings, the University conducts primary prevention and awareness programs for incoming students and new employees concerning:

- Domestic violence, dating violence
- Sexual Assault
- Stalking
- Safe options for bystander intervention
- Information on risk reduction to recognize warning signs of abusive behavior
- Ongoing prevention and awareness described in said programs

Report Tracking System

The University is required to implement an electronic system maintained by the Title IX Coordinator or his or her designee to trace and review sexual misconduct complaints. The database will include at least:

- The date and nature of the complaint or other report;
- The name of the complainant or that the complaint was anonymous;
- The name of the person(s) who received the complaint or made the report;
- The name(s) of the accused;
- The name(s) of the person(s) assigned to investigate the complaint, take any interim measures, and bring disciplinary charges (where relevant);
- The interim measures taken, if any;
- The date of the findings;
- The date of any hearing;
- The date of any appeals; and
- A summary of the findings at the initial hearing and appeals stages.