



UNIVERSITY OF SAN FRANCISCO

Annual Security & Fire Safety Report

Containing Information for the 2019-2020 Academic Year
October 1, 2019



Introduction to the Report

We urge members of the University community to use this report as a guide for safe practices on and off campus. The Department of Public Safety sends an email to every enrolled student and current employee on an annual basis to notify them that the report is available to be viewed. The email includes a brief summary of the contents of this report and the web address for the USF website where the Annual Security and Fire Safety Report can be found. The report is available online at www.usfca.edu/public-safety/asfr2019. An accessible web version of this report can also be found at <https://myusf.usfca.edu/asfr2019>.

To request a physical copy, call (415) 422-4222.

A copy of the report can also be obtained from:
Department of Public Safety
University Center 5th Floor
2130 Fulton Street
San Francisco, CA 94117

Highlights

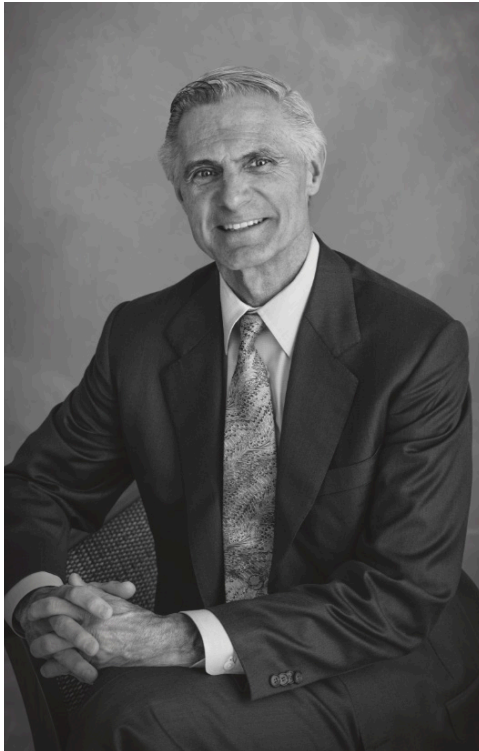
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Message from the Department of Public Safety

Dear USF Community,

The University of San Francisco (USF) is committed to providing a safe and secure environment for our students, faculty, staff, and visitors. Our policing philosophy is built on two pillars: partnership and problem solving with our community. To that end, we are pleased to present the Annual Security and Fire Safety Report.

This report is prepared by the Department of Public Safety, which is responsible for ensuring the safety and security of the USF community from all hazards, including crime. Public Safety is the primary department responsible for providing

security and law enforcement services for the University.

This report will provide you with information on safety and security at each of the USF campuses and locations: Hilltop Campus, Downtown Campus, Orange County Campus, Pleasanton Campus, Sacramento Campus, San Jose Campus, Santa Rosa location, and Presidio location. Inside you will find information on crime prevention and protection programs, policies and procedures for reporting crime, personal safety education, victim assistance services, fire safety, and other materials to assist you in maintaining your safety and security.

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA), and the Violence Against Women Reauthorization Act of 2013 (VAWA). VAWA has amended the Clery Act to require institutions to compile statistics, policies, procedures, and programs for incidents of domestic violence, dating violence, sexual assault, and stalking.

We encourage you to read this information and consider how it can assist you and our community collectively to prevent and respond to crime, and to prepare for and respond to emergencies. For more information or questions regarding this document, please visit www.usfca.edu/public-safety/asfr2019. Thank you for taking the time to review this information and joining with us in creating a safe and secure community.

Sincerely,

A handwritten signature in dark ink that reads "Daniel L. Lawson". The signature is fluid and cursive.

Daniel L. Lawson
Senior Director and Chief
Department of Public Safety



University of San Francisco

Our location in the heart of San Francisco places us at the core of Silicon Valley, the technology boom, and diverse cultures. Our mission is to promote learning in the Jesuit Catholic tradition. The University offers undergraduate, graduate, and professional students the knowledge and skills needed to succeed as persons and professionals, and the values and sensitivity necessary to be men and women for others. The University will distinguish itself as a diverse, socially responsible learning community of high quality scholarship and academic rigor sustained by a faith that does justice. The University will draw from the cultural, intellectual, and economic resources of the San Francisco Bay Area and its location on the Pacific Rim to enrich and strengthen its educational programs.

USF Mission

The core mission of the University is to promote learning in the Jesuit Catholic tradition. The University offers undergraduate, graduate, and professional students the knowledge and skills needed to succeed as persons and professionals, and the values and sensitivity necessary to be men and women for others.

The University will distinguish itself as a diverse, socially responsible learning community of high quality scholarship and academic rigor sustained by a faith that does justice. The University will draw from the cultural, intellectual, and economic resources of the San Francisco Bay Area and its location on the Pacific Rim to enrich and strengthen its educational programs.

The University of San Francisco was founded in 1855 by the Jesuits. The founding president, Anthony Maraschi, S.J., an Italian immigrant, borrowed \$11,500 to build a Jesuit church and school on a few sand dunes on the south side of Market Street and proclaimed, “Here, in time, will be the heart of a great city.” Around the original site of USF, a dynamic, diverse, and distinctive city has grown and thrives. There are now over 10,000 students enrolled in programs at the undergraduate and graduate levels dedicated to a wide range of studies—from public health and nursing to creative writing and law.

Department of Public Safety

The University of San Francisco makes a comprehensive effort to provide a safe and secure campus for all University students, faculty, staff, and guests. The Department of Public Safety is led by the Senior Director/Chief, Daniel Lawson, and is comprised of Campus Resilience, One Card and Campus Security Systems, Dispatch and Patrol Services, and Parking and Transportation.

Dispatch and Patrol Services

The Department of Public Safety protects and serves the University by providing professional public safety services and actively promoting community involvement through progressive community policing strategies and a commitment to education. The Department of Public Safety subscribes to a proactive approach to public safety and believes that the community and Public Safety play a collaborative role in maintaining a safe environment for employees, students, and visitors.

Public Safety Patrol and Dispatch is responsible for providing public safety and/or security services for the Hilltop Campus, Downtown Campus, Orange County Campus, Pleasanton Campus, Sacramento Campus, San Jose Campus, Presidio location, and Santa Rosa location. The department is staffed by full- and part-time officers, dispatchers, and administrative staff, which includes 16 Public Safety Officers, 6 full-time Community Officers, and 7 full-time dispatchers. Reserve Officers supplement the full-time staff by working patrol shifts at campus events.

Officers patrol and monitor the Hilltop and Downtown campuses 24 hours a day on foot, in marked vehicles, bicycles, Segways, and motorbikes, as well as by staffing several



fixed posts. Dispatch staff also monitors video surveillance equipment and alarm systems. An on-campus radio communication system links all Regular, Reserve, and Community Service Officers with the Dispatch Communications Center. Student Housing and Residential Education also hires students to work as Community Assistants in residence halls. These students are responsible for checking student IDs for building access and providing additional safety and security assistance for Public Safety.

Officers are on duty 24 hours a day, 7 days a week, 365 days a year, and they enforce University regulations and applicable federal, state, and local laws.

The Public Safety administrative office is located in University Center, 5th Floor. The

Patrol and Dispatch Division operates 24 hours a day from its Operations Center in the lower level of Lone Mountain Main.

Selection Process and Training

Candidates for the position of Public Safety Officer must pass a comprehensive examination process that includes a background investigation, psychological evaluation and employment interview(s). This process is designed to determine the applicant's suitability for a public safety position in a university environment. Officers must graduate from a California or equivalent police academy, and Officers must conform to Peace Officer Standards and Training (POST) training requirements and standards presented in the Business and Professional Code (as regulated by the Bureau of Security and Investigative Services and the Department of Consumer Affairs) and the California Penal Code.

In addition to State-mandated training, newly hired Public Safety Officers are required to pass a 10-week Field Training Program. During this program, newly hired officers are evaluated daily on their knowledge and ability to handle field situations. Once hired, officers also receive ongoing professional development training on campus and at regional police academies. These courses include, but are not limited to: Hazardous Materials Response, Sexual Assault Investigation, Advanced Officer Training, Earthquake Management, Diversity, Firearm Recertification, CPR, and First Aid.

Arrest Authority and Jurisdiction

Hilltop and Downtown Campuses

Public Safety Officers have complete authority to apprehend and arrest anyone involved in illegal acts on-campus and on USF-owned, leased, or controlled property. Any person arrested by Public Safety Officers is released to the San Francisco Police Department (SFPD) for booking and processing at the County Jail.

Public Safety may refer minor offenses

involving University rules and regulations committed by a student to the Office of Student Conduct Rights and Responsibilities. Officers enforce University regulations and applicable federal, state, and local laws. Public Safety Officers are employees of the University and are not sworn peace officers. However, they possess peace officer powers of arrest while on duty and on campus pursuant to section 830.7 of the California Penal Code. USF may only under very limited circumstances remove crimes that have been "unfounded" by local law enforcement. Unfounded crimes will be disclosed in the Annual Security Report and to the Department of Education. These numbers will be withheld from crime statistics.

Additional Campuses and Additional Locations

The authority to apprehend and arrest anyone involved in illegal acts at the additional campuses and additional locations lies solely with the local police agency in whose jurisdiction the additional campus or additional location is situated. Additional campus and additional location administrators may refer minor offenses involving University rules and regulations committed by a student to the Office of Student Conduct Rights and Responsibilities.

Working Relationships

Public Safety maintains a strong working relationship with the San Francisco Police Department as well as other emergency service agencies (Fire Department and paramedics), and has a signed Memorandum of Understanding with the San Francisco Police Department. The officers of USF and SFPD communicate regularly on the scene of incidents that occur in and around the campus area. Public Safety Investigators work closely with the investigative staff at SFPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information. Public Safety collaborates with SFPD on all major crimes. Misdemeanor offenses may also be reported to SFPD.

Office of One Card and Campus Security Systems

The Office of One Card and Campus Security Systems administers USF's One Card Program. The key purposes of One Card are to provide a centralized means for USF faculty, staff, students, and visitors to access University services as well as a convenient way for community members to conduct on-campus business.

USF students, staff, and faculty with a current One Card may use their card to unlock doors and gain entrance into University buildings and facilities. Access is determined by existing policy or by supervisor authorization; therefore, card access varies from person to person.

The Office of One Card and Campus Security Systems is also responsible for the administration of door access, cameras, alarms, and panic buttons.

Office of Campus Resilience

The Office of Campus Resilience is responsible for assisting and coordinating the University's overall incident management planning and preparation. This includes developing, maintaining, and facilitating implementation of the University's emergency operations plan; developing and conducting exercises to test plans and procedures; facilitating emergency notification communication within the USF community; conducting outreach education on university preparedness for students, faculty, and staff; and engaging external partners to improve overall university preparedness.

Parking and Transportation

Parking spaces are limited around campus and a parking permit is required for all campus parking lots. All parking lots on campus are first-come, first-served for faculty, staff, students, and guests with valid permits. Semester and

annual permits can be purchased through iParq, and daily permits can be purchased from the Main Gate or Lone Mountain Gate kiosks. Public Safety issues citations Monday through Saturday to vehicles not displaying a valid permit. Any parking questions or concerns can be directed to parking@usfca.edu.

Shuttles

The Department of Public Safety operates a shuttle for people with temporary and/or permanent disabilities Monday through Friday 7 a.m. to 6 p.m. Students must contact Student Disabilities Services at (415) 422-2613 to be approved for the disability list. Employees must contact Human Resources at (415) 422-6707 to be approved to the disability list.

At night, the shuttle operates as a Night Safety Shuttle for community members sponsored in part by ASUSF Senate. For more information, see the Crime Prevention section of this report or visit the Public Safety website at <https://myusf.usfca.edu/public-safety-transportation/usf-shuttle-services>.



Guaranteed Trip Home Program

The Guaranteed Trip Home Program is available to faculty and staff whom either carpool or take public transit to work. The program is intended for those employees who live within the Bay Area and are faced with an emergency that requires an immediate departure from campus to home. If you are an employee who finds yourself in need of assistance, contact Public Safety Dispatch at (415) 422-4201.

Alternative Transportation

The University of San Francisco provides a number of commuter incentive programs and services to the University community. These programs have been implemented in order to comply with the State of California's Clean Air Quality Act, American Disabilities Act, and in a constant effort to better manage University parking resources.

The University has partnered with Zipcar and offers six cars on campus in addition to membership incentives for faculty, staff, and students. For up-to-date information on applications, visit www.zipcar.com/usfca.

Tips to Stay Safe while Ridesharing

Safety has been a central theme surrounding ridesharing services in recent months. These services are a very convenient and popular way to get where you're going; they often cost less and are quicker to arrive than a traditional taxi cab. The popular ridesharing companies have safety guidelines in place, but just like when using a traditional taxi driver, it's a good idea to observe the following safety tips when using a ridesharing service.

Call and wait for your driver inside.

- Avoid spending unnecessary time outside alone with your phone in your hand.
- Wait indoors until the app shows your driver is arriving.

Confirm the name of the driver and make of the vehicle.

- Most rideshare mobile apps offer passengers details such as the driver's name, photo, and vehicle type.
- Before getting inside the vehicle, ask the driver "Who are you here for?"

Check the driver's rating on your mobile ridesharing app.

- If you are uncomfortable with the potential driver's rating, cancel the ride and call for another.

Share your trip details with friends or family.

- Uber users can tap "Send Status" to share driver's name, photo, license plate, and location with family or friends.
- Lyft users can tap the "Send ETA" icon which will send a text message to family or friends.
- If your service doesn't offer a status or ETA share option, snap a picture of the vehicle license plate and send it to a family member or a friend.

Be a backseat rider.

- If you're riding alone, sit in the backseat. This ensures you can safely exit on either side of the vehicle to avoid moving traffic, and gives you and your driver some personal space.

Protect your personal information.

- There is no need to share your phone number or contact information with your driver.

Follow along in your own maps app.

- Open up your own maps tool, enter your destination, and follow along, noting any odd route shifts.

Travel in groups when possible.

- There's safety in numbers. Try riding with a friend or consider using the carpool option that some ride-hailing services offer such as Uber Pool or Lyft Line.

If you sense that you are in trouble:

- Call 911
- If you are able, get out of and away from the vehicle and go to the nearest open business or public area.
- If a threat seems imminent and people are close by, yell, blow a whistle, or make a commotion in any way that you can to attract attention.
- Report all crimes (actual, attempted or suspected) to the police.
- For cell phone use, program these important phone numbers into your cell phone:

San Francisco Police Department**Emergency**

(415) 553-8090 or 911

Non-Emergency

(415) 553-0123

USF Public Safety**Emergency**

(415) 422-2911

Non-Emergency

(415) 422-4201

Reporting Procedures

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to Public Safety in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics.

General Procedures for Reporting a Crime or Emergency

It is imperative that all crime and suspicious activity be reported to Public Safety accurately and promptly. By working together, the University community and Public Safety can reduce crime on campus. Members of the University community may report criminal activities or other emergencies in several different ways. While we encourage all campus community members to promptly report all crimes and other emergencies directly to Public Safety, we recognize that some may prefer to report to other individuals or University offices. A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the “Getting Help” section (page 51).

All Public Safety incident reports involving student misconduct are forwarded to the Office of Student Conduct Rights and Responsibilities for review and referral for potential action, as appropriate.

Those wishing to report and receive assistance for emergency situations may call (415) 422-2911. All other non-emergency situations may

be reported at (415) 422-4201. In response to a call, Public Safety Dispatch will take the required action, either by sending an officer to the caller’s location or by taking a report by phone.

Reporting to the San Francisco Police Department

A person reporting a crime to Public Safety Dispatch and Patrol Services has the right to report the crime to the San Francisco Police Department (SFPD) by calling 911 or utilizing the San Francisco non-emergency call center at 311. Public Safety Officers regularly discuss this option with the victim of a crime and will assist the victim with that process. If SFPD is contacted about incidents involving USF students occurring off-campus, SFPD will typically notify Public Safety to respond with them.

To Report a Crime

In the event anyone has information regarding crimes or emergencies on the Hilltop Campus they should immediately call Public Safety by dialing:

Dialing from Off-Campus Phones:

Emergency: (415) 422-2911
Non-Emergency: (415) 422-4201

Dialing from On-Campus Phones

Emergency Extension: 2911
Non-Emergency Extension: 4201

For reporting a crime, see the section on Police Department Information on the following page.

Police Department Information

San Francisco Police Department
Park Station
1899 Waller St
San Francisco, CA 94117
(415) 242-3000

San Francisco Police Department
Richmond Station
461 6th Ave
San Francisco, CA 94118
(415) 666-8000

San Francisco Police Department
Taraval Station
2345 24th Ave
San Francisco, CA 94116
(415) 759-3100

San Francisco Police Department
Southern Station
850 Bryant St
San Francisco, CA 94103
(415) 553-1373

Presidio Location

US Government and National Park Service
Police
1217 Ralston Ave
San Francisco, CA 94129
(415) 561-5505

Orange County Campus

Orange Police Department
1107 N. Batavia St
Orange, CA 92867
(714) 744-7444

Pleasanton Campus

Pleasanton Police Department
4833 Bernal Ave
Pleasanton, CA 94566
(925) 931-5100

Hilltop Campus

The Park Police District covers the area bordered by Geary Boulevard (not including Geary), Divisadero, Waller, Upper Market, the vast east end of Golden Gate Park to Arguello, Fulton and Stanyan Blvd. This station covers the eastern section of Golden Gate Park and the Panhandle.

The Richmond Police District covers the Richmond neighborhood from Great Highway (Ocean Beach) to Fulton and Stanyan, along Stanyan to Geary, east to Divisadero. The northern boundary is Lake Street from Divisadero to Ocean Beach. This district also covers most of Golden Gate Park from the western boundaries.

The Taraval Police District encompasses a large area of the western part of San Francisco, extending from the West of Twin Peaks to the Pacific Ocean and south to the County line, and north to Lincoln Way.

Downtown Campus

The Southern District incorporates the Embarcadero, extending south from Market Street to 13th Street. It includes Market St, South Van Ness, China Basin area and east to the bay.

Sacramento Campus

Sacramento Police Department
5770 Freeport Blvd, Suite 100
Sacramento, CA 95822
(916) 264-5471

San Jose Campus

San Jose Police Department
201 W. Mission St
San Jose, CA 95110
(408) 277-8900

Santa Rosa Location

Santa Rosa Police Department
965 Sonoma Ave
Santa Rosa, CA 95404
(707) 543-3600

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may want to consider making a confidential report. A Public Safety Officer can file a report on the details of the incident. The purpose of a confidential report is to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the University's Title IX Coordinator. You can call Public Safety and ask that the information remain confidential.

Importance of Reporting

By reporting alleged crimes and other suspicious circumstances directly to Public Safety, the alleged crime or suspicious circumstance will be included in Public Safety's

Daily Crime and Fire Log, the daily report of crimes or suspicious incidents reported to Public Safety, and it will be included in the Annual Security Report (if appropriate). Additionally, Public Safety will be able to issue timely and appropriate warning bulletins alerting the campus community to the issue. Public Safety reports are confidential. When reporting a crime or suspicious circumstance, you need not state your name or the name of victims, witnesses, etc. USF encourages prompt and accurate reporting of all crimes to the Department of Public Safety and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

The institution will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

To make a report to the University's anonymous whistleblower hotline administered by a third party, call 800-316-4315.



Campus Safety Alerts

The Clery Act requires that a Campus Safety Alert (timely warning notice) be issued for any Clery Act crime that occurs on campus that has been reported to Campus Security Authorities or local police agencies and is considered by the institution to represent a serious or continuing threat to students and employees. Clery Act crimes include: murder; manslaughter; sex offenses; robbery; aggravated assault; burglary; arson; motor vehicle theft; domestic violence; dating violence; and stalking. Though not required by law, alerts may also be issued on a case-by-case basis for other types of crimes and/or crimes in nearby off-campus locations. Crimes reported to pastoral and professional counselors are exempted from the timely warning requirements.

All students, faculty, and staff are encouraged to log into myUSF to register for USF ALERT messages. Options available for receiving timely warnings include: voice alerts via telephone; SMS alerts via cell phone; or email alerts (any or all options may be chosen). The USF Senior Director/Chief of Public Safety or his designee will determine what situations warrant the issuance of a Campus Safety Alert. Alerts are considered on a case-by-case basis and depend upon a number of factors. These include the nature of the crime, the timeliness of the report, and the continuing or ongoing danger to the campus community—such as whether the perpetrator was apprehended—and the possible risk of compromising law enforcement efforts. For example, if a physical assault occurs between two students who have

a disagreement, there may be no continuing threat to other USF community members and a Campus Safety Alert would not be distributed. In cases involving sex offenses that can be typically reported long after the incident occurred, there may not be a need to distribute a Campus Safety alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety.

Typically, alerts are not issued for any incidents reported that are older than ten (10) days from the date of occurrence, as such a delay in reporting has not afforded the University an opportunity to react or respond in a timely manner.

Once it is decided to issue a Campus Safety Alert, the Senior Director/Chief may consult with the Vice Provost of Student Life, the Dean of Students, Student Housing and Residential Education, and other University officials as appropriate to determine the content of the warning. The message will include information about the crime, the location, appropriate suspect information (if known), and recommended actions to be taken. Additional information may be released through email as it becomes available.

Anyone with information warranting a Campus Safety Alert should report the circumstances in person or by phone:

Department of Public Safety
University Center 5th Floor
2130 Fulton St
San Francisco, CA 94117
(415) 422-2911

Notification of Missing Students

Reporting a Missing Student

Any member of the University community who has reason to believe that a student who resides in on-campus housing has been missing should immediately notify Public Safety at (415) 422-2911. It is not necessary to wait until a student has been missing for 24 hours before making a report. For purposes of this policy, a student is considered missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits, or routines.

Non-Residential Students

Any member of the University community who has reason to believe that a non-residential student is missing should immediately notify the local law enforcement agency and Public Safety. For reporting a missing non-residential student, see the section on Police Department Information:

Police Department Information

Hilltop Campus

San Francisco Police Department
Park Station
1899 Waller St
San Francisco, CA 94117
(415) 242-3000

Richmond Station
461 6th Ave
San Francisco, CA 94118
(415) 666-8000

Taraval Station
2345 24th Ave
San Francisco, CA 94116
(415) 759-3100

Downtown Campus

San Francisco Police Department
Southern Station
850 Bryant St
San Francisco, CA 94103
(415) 553-1373

Presidio Location

US Government and National Park Service Police
1217 Ralston Ave
San Francisco, CA 94129
(415) 561-5505

Orange County Campus

Orange Police Department
1107 N. Batavia St
Orange, CA 92867
(714) 744-7444

Pleasanton Campus

Pleasanton Police Department
4833 Bernal Ave
Pleasanton, CA 94566
(925) 931-5100

Sacramento Campus

Sacramento Police Department
5770 Freeport Blvd, Suite 100
Sacramento, CA 95822
(916) 264-5471

San Jose Campus

San Jose Police Department
201 W. Mission St
San Jose, CA 95110
(408) 277-8900

Santa Rosa Location

Santa Rosa Police Department
965 Sonoma Ave
Santa Rosa, CA 95404
(707) 543-3600

Student's Option to Identify Persons to be Informed

Students are encouraged to periodically review and update their emergency contact information in myUSF.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Public Safety in the event the student is determined to be missing. A student who wishes to identify a confidential contact person can do so through the USF Housing application form. The student's confidential contact information will be accessible only by authorized University officials and Public Safety as appropriate.

Initial Institution Response

In accordance with the Higher Education Opportunity Act of 2008, the University of San Francisco has developed a missing student report notification policy for students who reside in on-campus housing and have been determined, after investigation by Public Safety, to be missing for 24 hours. The investigation will be initiated when one of the following University Officials receives a report that a student is potentially missing:

- Vice Provost of Student Life (or designee)
- Senior Director of Student Housing and Residential Education (or designee)
- Senior Director/Chief of Public Safety

Once an investigation is initiated, the University will notify the designated emergency contact person in the Personal Information section of myUSF as soon as possible (and within 24 hours) once the determination has been made that the student has been unreachable via personal contact, telephone, email, or any other means of communication and/or contact. The student's custodial parent or guardian will also be notified if that person is not the designated emergency contact and the student is under the

How to Report a Missing Student

During business hours (Monday through Friday 8:30 a.m.–5 p.m.), any member of the University community who has reason to believe a residential student is missing should immediately report this information to:

Department of Public Safety

University Center 5th Floor
(415) 422-4201

Office of the Vice Provost of Student Life

University Center 5th Floor
(415) 422-5330

Student Housing and Residential Education (SHaRE)

University Center 5th Floor
(415) 422-6824

After business hours or on the weekends, the individual should contact Public Safety at (415) 422-4201. Any missing student report received by SHaRE or the Office of the Vice Provost of Student Life will be immediately referred to Public Safety.

age of 18 and not an emancipated individual. Additionally, if a student has identified a confidential contact person, USF will notify that individual as soon as practicable and no later than 24 hours after the student is determined to be missing.

Public Safety will generate a missing person report and initiate an investigation. After investigating the missing person report, Public Safety will notify SFPD and the student's emergency contact as soon as practicable.

Nothing in this policy restricts the University from making earlier notifications. As necessary, the University may also contact other individuals to prevent harm to a student or others, to assist in the investigation, or who may otherwise be appropriate under the circumstances.

Campus Emergency Response and Immediate Notification

Should an emergency or dangerous situation pose an immediate threat to the campus community, members shall be notified without unreasonable delay unless Public Safety determines that immediate notification would place the USF community at a greater risk or would compromise efforts to contain, respond to, or mitigate the emergency. The University of San Francisco Emergency Operations Plan addresses the University's response to emergencies by taking an all-hazards approach to both natural and man-made events.

The Department of Public Safety, through Public Safety Dispatch, monitors events on and around campus, as well as events occurring in San Francisco and the greater Bay Area. If Public Safety confirms that there is an emergency or event that poses an immediate threat to the USF community, Public Safety has the ability to activate emergency notification procedures through Public Safety Dispatch. Due to the nature of the campus and the constant movement of students, faculty, and staff, notifications will be sent to all members of the community regardless if the threat is confined to a particular building on campus or population on campus. The University will, without delay, and taking into account the safety of the community, determine the content of a notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond, or to otherwise mitigate the emergency.

It is the responsibility of the Department of Public Safety, with the assistance of other departments or units (as necessary) to:

- Determine the content of any notification
- Determine the appropriate campus segments to notify
- Initiate the appropriate notification system
- Continue to update the USF community while the emergency exists

Immediate notifications are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting Systems (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offense are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing threat to the campus community. Immediate notifications may be issued for other crime classifications, as deemed necessary.

Emergency response and evacuation procedures are tested biannually by the university.





USF uses a combination of methods to communicate a campus emergency:

1. USF's outdoor siren system
2. myUSF announcements and USF email
3. Simultaneous broadcast of emergency information by Public Safety Dispatch to the University community via email, voice, and SMS message
4. Building Marshals

In order to add/modify an email address or phone number, you must log on to myUSF at <https://myusf.usfca.edu> and click on the appropriate "Student," "Faculty," or "Employee" tab depending on your position at the University under "Self-Service." By clicking the "Personal Information" tab, this allows you to add/update "Addresses and Phones" and "E-mail Address." In emergency situations, alerts may also appear at the top of the main University website at www.usfca.edu. These alerts will direct individuals to www.usfca.edu/emergency/ where updated bulletins and important instructions would be made available.

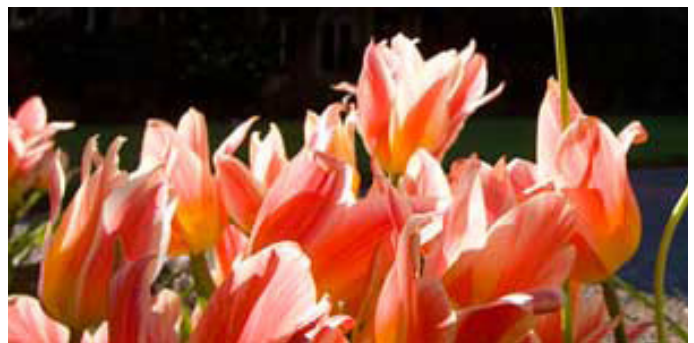
All members of the USF community are encouraged to notify Public Safety of any situation or incident on campus that may involve a significant emergency or dangerous situation with the potential of any immediate or ongoing threat to health and safety of students, faculty, staff, and visitors on campus. The USF Patrol Division has the responsibility to respond to these incidents and request

any additional resources necessary for the mitigation, investigation, and documentation of any situation that may arise. Additionally, Public Safety has the responsibility to respond to incidents on campus to determine if the situation does pose a threat to the community.

Emergency Blue Light Phones

Emergency blue light phones are located on the Hilltop Campus. Once activated, a large blue strobe light flashes from the top of the phone tower and the Public Safety Dispatcher is notified immediately. There are a number of non-blue light emergency phones on campus that are clearly marked as emergency call boxes.

If you need assistance, see something that is suspicious, or see someone else who needs assistance, you could activate a blue light phone and speak directly with the Public Safety Dispatcher or call (415) 422-2911 from your mobile phone.



Emergency Evacuation Procedures and Policies

University divisions and departments should take time and familiarize themselves with the information found in the University of San Francisco Emergency Operations Plan. Members of the University Community should familiarize themselves with the USF Emergency Procedures and other disaster preparedness resources available on the Public Safety website at www.usfca.edu/public-safety/disaster-preparedness/plans.

Public Safety conducts tests of its emergency plans and capabilities on a regular basis. These tests include, but are not limited to, drills, tabletop exercises, functional exercises, and full-scale exercises. These tests are designed and conducted in order to evaluate the emergency plans and capabilities of the University. Analysis from these tests may be used to modify the Emergency Operations Plan, as needed.



General information about the emergency response and evacuation procedures for USF is published each year as part of the University's efforts to meet compliance with the Clery Act, and this information is available on the USF Public Safety website.

Emergency Response and Evacuation Testing Procedures

Evacuation drills are coordinated by Public Safety for all residence halls each semester. All academic and administrative buildings on the Hilltop Campus participate in evacuation drills annually. Emergency response and evacuation procedures, including testing the ability for Public Safety Dispatch to utilize the campus outdoor warning system, are tested twice a year. Students, faculty, and staff learn the locations of the emergency exits in buildings and are provided guidance on evacuation by the building's Building Marshal. Each drill should include the proper documentation which will include a description of the drill, the date, the time, and whether the drill was announced or unannounced. These drills not only educate building occupants on evacuation procedures, but they also allow for the University to test the operation of the fire alarm system in each building.

Emergency Medical Response Procedures

Hilltop Campus

Students, faculty, staff, and guests should report any emergency medical situations to Public Safety immediately at x2911 or, from a non-University phone system, at (415) 422-2911. Public Safety will send officers and, if on duty, on call members of the University's Emergency Medical

Response Service (EMRS) to the scene. Our free Emergency Medical Response Service (EMRS) is staffed entirely by USF students who are certified EMTs. The EMRS team also offers life support for healthcare providers and American Heart Association Heartsaver® courses to individuals and USF departments. EMRS is a recognized basic life support (BLS) first responder agency made up of members that are nationally certified EMTs with California certification and City and County of San Francisco accreditation.

General Evacuation Procedures

Before an emergency, determine the nearest exit to your location, the safest route to follow, and alternate exits. Building evacuation routes are posted in campus buildings. Leave the immediate area, but remain available to emergency personnel. If time permits during an evacuation, secure your workplace and take personal items such as keys, purse, medication, and glasses. In case of fire or other dangerous conditions, evacuate immediately leaving personal items behind.

Evacuation of a Building

1. Walk, do not run.
2. Do not use elevators.
3. Seek out people with special needs and provide assistance.
4. Gather outside at your designated building assembly area, where your supervisor will take roll and account for all personnel.
5. If you cannot return to your building, wait for instructions from Public Safety, your building manager, or other individual in charge.

Evacuation for Persons with Disabilities

The most important factor in emergency safety for people with disabilities is advanced planning. Each on-campus residence hall and other administrative buildings on the Hilltop Campus are equipped with evacuation stair chairs and stretchers. Student Disability Services (SDS) may assist in planning specific evacuation strategies. For this or for detailed information on Evacuation Procedures for Students with Disabilities, students should contact SDS at (415) 422-2613 or the Student Housing and Residential Education at (415) 422-6824. We encourage all students with disabilities to carry cell phones with them at all times, in case of an emergency.

Mobility Impairment

1. Do not use elevators when a building fire alarm is sounding, unless authorized to do so by police or fire personnel.
2. If you or the person you are with is unable to evacuate, ask someone to inform the emergency personnel who and where you are, and that you or the person with you is unable to evacuate due to a disability.
3. If possible, call Public Safety at (415) 422-2911 to inform them that you or the person with you has mobility limitations and is in a building with the fire alarm going off. Give them your name, telephone number, and location.
4. If smoke is detected and you are unable to get to an emergency exit landing safely, move to a room with a window and close the door. Get to the window and open it. Gain the attention of someone below (e.g., wave arms or a colorful piece of fabric).

Blindness or Visual Impairment

1. USF encourages visually impaired students to practice escape routes ahead of time in case they are alone during an emergency evacuation. The University recommends that students with vision impairments learn where the nearest telephone and alarm boxes are in order to call for help, how to describe their exact location in the building, and how to best let others know where they are in the event of an emergency. It is important to be comfortable with the options for self-protection, including procedures to follow if a fire is between you and all escape routes.
2. If you are with a person with a visual impairment when a building fire alarm sounds, offer to lead the way out of the building and to safety by offering your elbow.
3. Give verbal instructions about the safest route or direction using compass directions, estimated distances, and specific directional terms.
4. When you reach safety, orient the person and ask if any further assistance is needed.

Deafness or Hearing Impairment

1. Many campus buildings are equipped with visual signal lights in the event of a fire alarm. If someone is unaware that the alarm is sounding, get the person's attention by using eye contact, and if necessary, touch. Clearly state the problem. Gestures and pointing may be helpful, but be prepared to write a brief statement if the person does not read lips.
2. Offer visual instructions to advise of the safest route or direction by pointing toward exits or evacuation maps.

Evacuation From Hilltop Campus

In the event of an immediate, life-threatening emergency during which campus must be evacuated, the Department of Public Safety or Emergency Operations Center Personnel, in collaboration with San Francisco emergency services, will coordinate the evacuation



route with civil authorities. Once determined, emergency personnel will disseminate information about the evacuation location and route. Campus and community communication systems will be used to provide information about this type of evacuation. Food, water, first aid, shelter, and information will be available at evacuation sites.

Evacuation From Student Housing

Evacuation procedures are posted on the interior of every residence hall room door. They are also posted on the Public Safety website at www.usfca.edu/public-safety/disaster-preparedness. Residents may also refer to the Fogcutter Student Handbook at www.usfca.edu/fogcutter.

Shelter-in-Place

If an incident occurs on campus and it is determined that the area outside of buildings poses a threat to health and safety, the determination may be made to call for a “shelter-in-place.” This is done when it is safer to remain inside because leaving the building may expose you to danger. A notification to shelter-in-place will come from the Department of Public Safety using the university’s emergency notification system.

Basic Shelter-in-Place Guidance

If you are inside when an incident occurs, stay where you are. If you are outdoors, proceed to the closest campus building. Once inside, it is important to move to a location suitable for sheltering. Locations should be an interior room, above ground level, and should be without windows, if possible. All vents to ventilation systems should be closed if you are able to do so. The university will send out notification once the shelter-in-place has been lifted.

Building Marshal Program

The Building Marshal program was established to provide local contacts within each building on campus to aid in the management and coordination of crime prevention, emergency protocols for evacuations, fire safety, and lock down or any other required emergency response. The Marshals shall be an integral part of the evolution of the program in order for it to be relevant to all areas of the University and provide Public Safety and Facilities with feedback to improve the University’s ability to respond in any emergency situation.

The Building Marshals and alternates shall be aware of all Emergency Procedures and Protocols for the safety of University personnel and property. They will assist in informing all building occupants of proper procedures for building emergency or evacuation drills in preparation for any actual emergency. In addition building marshals will act as a crime prevention liaison with Public Safety and the occupants of their building.



Campus Security & Access

Facility Access

The University of San Francisco maintains private property status. However, access to the University grounds and administrative buildings (during business hours) is generally not restricted.

Hilltop Campus

The Hilltop Campus sits in the heart of the Inner Richmond neighborhood of San Francisco, located near Golden Gate Park as well as the Haight/Ashbury neighborhood. The campus is home to the majority of USF's schools and administrative offices, as well as classrooms, libraries, and residence halls. The Koret Health and Recreation Center, St. Ignatius Church, and Lone Mountain are also part of the Hilltop Campus.

The academic and administrative buildings are open to the public during normal business hours. Each building has varied levels of access and individual hours, both of which may vary at different times of the year. Access to most of the buildings is controlled by card readers after normal business hours. The University maintains CCTV cameras at critical exterior

perimeter doors and various other locations on campus. Public Safety Officers patrol the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, see the building manager, a department head, or contact Public Safety Dispatch at (415) 422-4201.

Additional Campuses and Additional Locations

The University operates additional campuses and additional locations for degree programs. These centers are located in San Francisco, Sacramento, San Jose, Santa Rosa, Pleasanton, and Orange County. Law enforcement and public safety responsibility for these sites rests with the agency having jurisdiction over each respective site. However, Public Safety receives reports from these agencies. Efforts are made to pass along safety and crime prevention information to students and staff at additional campuses and additional locations. Access to and schedules for these buildings vary and are available from the main office at each respective campus or location.



Residence Halls

Access to residence halls is restricted to residents, their approved guests, and other approved members of the University community. Student Housing and Residential Education (SHaRE) is responsible for the management of five on-campus residence halls, one on-campus apartment complex, one on-campus residential house, and two non-campus residence halls. Peer advisers (Resident Advisers) and/or professional staff (Assistant Resident Directors and Resident Directors) are available in every building to assist residents in adjusting to student life and to provide a sense of security and community. All residents have a One Card that allows access to the residence halls in which they live. Residence hall room and apartment doors are equipped with peepholes, pin pads, and card readers and entrance areas are equipped with CCTV cameras. Additionally, residents must show their USF ID when entering the building, and guests of residents must be accompanied at all times by the resident they are visiting. Public Safety Officers patrol the residence halls on a regular basis and work with SHaRE to enforce security measures.

Additional information regarding SHaRE staff, services, policies, and programs can be found in the Fogcutter Student Handbook.

University Athletic Events

USF athletic events are open to students free of charge and to the public on a paid admission basis in most cases. Events include basketball and volleyball in the Memorial Gymnasium, soccer at the Negoesco Stadium, and baseball at Ulrich Field. Public Safety Officers are regularly assigned to major athletic events to ensure the safety of guests and participants.

Maintenance of University Grounds

The Facilities Management Department is responsible for the upkeep of University facilities and grounds. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Facilities Management conducts regular maintenance of the physical plant, including lighting systems, as well as maintaining landscaping that promotes a safe environment. Public Safety regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for repair. Together, Facilities Management, and Public Safety work closely to detect potential hazards so repairs can be made in a timely fashion.

Crime Statistics

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. USF submits the annual crime statistics published in this report to the Department of Education (DOE). The statistical information gathered by the Department of Education is available to the public through the Department of Education website. In addition, a Daily Crime and Fire Log is available for review 24 hours a day on the Public Safety website (visit <http://myusf.usfca.edu/public-safety> and click on Daily Crime and Fire Log under the “Clery Report” heading).

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: Public Safety and the San Francisco Police Department (SFPD). Statistics are requested from local law enforcement for each additional campus and additional location. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.



A written request for statistical information is made on an annual basis to all non-public safety officials who include Campus Security Authorities. A designated campus security authority includes, but is not limited to University deans, directors, department heads, Residence Life staff, faculty advisers to student organizations, and athletic staff. Counselors are exempt from being Campus Security Authorities. Public Safety sends a request each year to Counseling And Psychological Services (CAPS) that encourages counselors to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The University continues to develop a better process to educate our Campus Security Authorities with regard to their responsibilities.

In reading the crime statistics table, it is important to note the following:

- None of the additional campuses or additional locations have Residence Halls.
- USF reports the number of persons who are charged with a violation of policy or law not the number of persons who are found responsible for a violation of policy or law.

Categories of Crime

Definitions

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence

The killing of another person through gross negligence.

Sex Offenses

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Rape

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. This definition includes any gender of victim or perpetrator.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Statutory Rape

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

Incest

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

Domestic Violence

The term "domestic violence" means:

1) Felony or misdemeanor crimes of violence committed—

(i) By a current or former spouse or intimate partner of the victim;

(ii) By a person with whom the victim shares a child in common;

(iii) By a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner;

(iv) By 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) in which the crime of violence occurred; or

(v) By any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

The term "dating violence" means violence committed by a person:

1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and

2) The existence of such a relationship shall be 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

The term "stalking" means:

1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(i) Fear for the person's safety or the safety of others; or

(ii) Suffer substantial emotional distress.

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, violence, and/or causing the victim fear.

Aggravated Assault

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

Burglary

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joy riding).

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, etc.

In addition to the above crimes, hate crimes may include the following crimes:

Larceny-Theft

Larceny-Theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault

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

Intimidation

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

Destruction/Damage/Vandalism of Property

Destruction/Damage/Vandalism of Property is 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.

Arrests and Referrals

Disciplinary Referrals

Include those individuals referred to the Office of Student Conduct Rights and Responsibilities for liquor law, drug law, and illegal weapons violations. The numbers include incidents that are reported via Public Safety incident reports and reports provided directly to Student Conduct from other members of the USF community.

(Arrests and Referrals continued)

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, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine). In CA, simple possession of not more than an ounce of marijuana (other than concentrated cannabis) is a non-criminal infraction.

Liquor Law Violations

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

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; all attempts to commit any of the aforementioned.

Definitions of Campus Geography

On-Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students and supports institutional purposes.

Note: Statistics for University housing facilities are recorded and included in both the all on-campus category and the on-campus residential only category.

Additional Campus or Additional Location (Separate Campus)

In cases where schools within an institution of higher education or administrative divisions within an institution are not within a reasonably contiguous geographic area, such entities shall be considered separate campuses for purposes of the reporting requirements of this section.

Non-Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; and any building or property (other than an additional campus or additional location) owned or controlled by an institution of higher education that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably

contiguous geographic area of the institution. The residence hall that is located outside the campus boundaries (Pedro Arrupe) is captured in the Non-Campus category.

Public Property

All public property, that is within the same reasonably contiguous geographic area of the institution, such as thoroughfares, streets, sidewalks, and parking facilities, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Hilltop Campus

Offense	Year	All On-Campus Property	Non-Campus Property	Public Property	Total	On-Campus Residential Only
Murder/Non-Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Manslaughter by Negligence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Rape	2016	2	0	0	2	2
	2017	4	0	1	5	4
	2018	7	0	2	9	7
Fondling	2016	4	0	0	4	2
	2017	8	0	1	9	7
	2018	2	0	0	2	1
Incest	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Robbery	2016	1	0	3	4	0
	2017	0	0	5	5	0
	2018	0	0	2	2	0
Aggravated Assault	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2016	4	0	0	4	2
	2017	3	0	0	3	0
	2018	5	0	0	5	0
Motor Vehicle Theft	2016	0	0	14	14	0
	2017	2	0	14	16	0
	2018	2	0	5	7	0
Arson	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2016	0	0	1	1	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

Hilltop Campus (continued)

Offense	Year	All On-Campus Property	Non-Campus Property	Public Property	Total	On-Campus Residential Only
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	5	0	0	5	5
	2017	1	0	0	1	1
	2018	1	0	0	1	1
Arrests: Drug Law Violations	2016	0	0	2	2	0
	2017	0	0	1	1	0
	2018	0	0	0	0	0
Disciplinary Referrals: Drug Law Violations	2016	37	0	12	49	19
	2017	80	0	6	86	78
	2018	25	0	7	32	22
Arrests: Liquor Law Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	246	0	1	247	237
	2017	84	0	0	84	84
	2018	138	0	0	138	135
Domestic Violence	2016	0	0	0	0	0
	2017	0	0	1	1	0
	2018	0	0	0	0	0
Dating Violence	2016	2	0	0	2	1
	2017	2	0	0	2	2
	2018	5	0	0	5	2
Stalking	2016	10	0	1	11	4
	2017	4	0	0	4	4
	2018	0	0	0	0	0
Hate Crimes	2016	None				
	2017	None				
	2018	None				

Downtown Campus

Offense	Year	All On-Campus Property	Public Property	Total
Murder/Non-Negligent Manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Manslaughter by Negligence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Fondling	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Incest	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Statutory Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Robbery	2016	0	0	0
	2017	0	0	0
	2018	0	1	1
Aggravated Assault	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Burglary	2016	0	0	0
	2017	1	0	1
	2018	0	0	0
Motor Vehicle Theft	2016	0	0	0
	2017	0	3	3
	2018	0	4	4
Arson	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	1	1

Downtown Campus (continued)

Offense	Year	All On-Campus Property	Public Property	Total
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Domestic Violence	2016	0	1	1
	2017	0	0	0
	2018	0	0	0
Dating Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Stalking	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Hate Crimes	2016	None		
	2017	None		
	2018	None		

Orange County Campus

Offense	Year	All On-Campus Property	Public Property	Total
Murder/Non-Negligent Manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Manslaughter by Negligence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Fondling	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Incest	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Statutory Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Robbery	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Aggravated Assault	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Burglary	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Motor Vehicle Theft	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arson	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

Orange County Campus (continued)

Offense	Year	All On-Campus Property	Public Property	Total
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Domestic Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Dating Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Stalking	2016	0	0	0
	2017	1	0	1
	2018	0	0	0
Hate Crimes	2016	None		
	2017	None		
	2018	None		

Pleasanton Campus

Offense	Year	All On-Campus Property	Public Property	Total
Murder/Non-Negligent Manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Manslaughter by Negligence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Fondling	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Incest	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Statutory Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Robbery	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Aggravated Assault	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Burglary	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Motor Vehicle Theft	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arson	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

Pleasanton Campus (continued)

Offense	Year	All On-Campus Property	Public Property	Total
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Domestic Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Dating Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Stalking	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Hate Crimes	2016	None		
	2017	None		
	2018	None		

Presidio Location

Offense	Year	All On-Campus Property	Public Property	Total
Murder/Non-Negligent Manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Manslaughter by Negligence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Fondling	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Incest	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Statutory Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Robbery	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Aggravated Assault	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Burglary	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Motor Vehicle Theft	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arson	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

Presidio Location (continued)

Offense	Year	All On-Campus Property	Public Property	Total
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Domestic Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Dating Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Stalking	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Hate Crimes	2016	None		
	2017	None		
	2018	None		

Sacramento Campus

Offense	Year	All On-Campus Property	Public Property	Total
Murder/Non-Negligent Manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Manslaughter by Negligence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Fondling	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Incest	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Statutory Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Robbery	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Aggravated Assault	2016	0	0	0
	2017	1	0	1
	2018	0	0	0
Burglary	2016	0	0	0
	2017	1	0	1
	2018	0	0	0
Motor Vehicle Theft	2016	0	1	1
	2017	0	0	0
	2018	0	0	0
Arson	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

Sacramento Campus (continued)

Offense	Year	All On-Campus Property	Public Property	Total
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Domestic Violence	2016	0	0	0
	2017	0	0	0
	2018	0	1	1
Dating Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Stalking	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Hate Crimes	2016	None		
	2017	None		
	2018	None		

San Jose Campus

Offense	Year	All On-Campus Property	Public Property	Total
Murder/Non-Negligent Manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Manslaughter by Negligence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Fondling	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Incest	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Statutory Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Robbery	2016	0	0	0
	2017	0	1	1
	2018	0	0	0
Aggravated Assault	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Burglary	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Motor Vehicle Theft	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arson	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

San Jose Campus (continued)

Offense	Year	All On-Campus Property	Public Property	Total
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Domestic Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Dating Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Stalking	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Hate Crimes	2016	None		
	2017	None		
	2018	None		

Santa Rosa Location

Offense	Year	All On-Campus Property	Public Property	Total
Murder/Non-Negligent Manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Manslaughter by Negligence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Fondling	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Incest	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Statutory Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Robbery	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Aggravated Assault	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Burglary	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Motor Vehicle Theft	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arson	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

Santa Rosa Location (continued)

Offense	Year	All On-Campus Property	Public Property	Total
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Drug Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Domestic Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Dating Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Stalking	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Hate Crimes	2016	None		
	2017	None		
	2018	None		

Hate Crimes

The University of San Francisco strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of its community. The Hate Crime statistics are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving intimidation; destruction, damage, or vandalism of property; larceny; simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the Annual Security Report.

Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. The assault will be classified as a hate/bias crime if proven that the offender was motivated to commit the offense because of his/her bias against the victim's race, ethnicity, national origin, religion, sexual orientation, gender, gender identity, or disability.

Reporting a Hate Crime

Emergency

Hilltop Campus:	(415) 422-2911
Downtown Campus:	(415) 422-2911
Presidio Location:	(415) 422-2911
Orange County Campus:	911
Pleasanton Campus:	911
Sacramento Campus:	911
San Jose Campus:	911
Santa Rosa Location:	911

Non-Emergency: Report to USF

To report a non-emergency hate crime to USF administration, please contact your campus at the following phone numbers:

Hilltop Campus:	(415) 422-4201
Downtown Campus:	(415) 422-4201
Presidio Location:	(415) 422-4201
Orange County Campus:	(714) 633-5626
Pleasanton Campus:	(925) 867-2711
Sacramento Campus:	(916) 920-0157
San Jose Campus:	(408) 343-7100
Santa Rosa Location:	(707) 527-9612

Non-Emergency: Report to Local Law Enforcement

To report a non-emergency hate crime to local law enforcement, please refer to the listing of police departments on the following page.

Police Department Information

Hilltop Campus

San Francisco Police Department
Park Station
1899 Waller St
San Francisco, CA 94117
(415) 242-3000

Richmond Station
461 6th Ave
San Francisco, CA 94118
(415) 666-8000

Taraval Station
2345 24th Ave
San Francisco, CA 94116
(415) 759-3100

Downtown Campus

San Francisco Police Department
Southern Station
850 Bryant St
San Francisco, CA 94103
(415) 553-1373

Presidio Location

US Government and National Park Service
Police
1217 Ralston Ave
San Francisco, CA 94129
(415) 561-5505

Orange County Campus

Orange Police Department
1107 N. Batavia St
Orange, CA 92867
(714) 744-7444

Pleasanton Campus

Pleasanton Police Department
4833 Bernal Ave
Pleasanton, CA 94566
(925) 931-5100

Sacramento Campus

Sacramento Police Department
5770 Freeport Blvd, Suite 100
Sacramento, CA 95822
(916) 264-5471

San Jose Campus

San Jose Police Department
201 W. Mission St
San Jose, CA 95110
(408) 277-8900

Santa Rosa Location

Santa Rosa Police Department
965 Sonoma Ave
Santa Rosa, CA 95404
(707) 543-3600

Crime Prevention

Annual Security Report

Public Safety publishes this Annual Security Report by October 1. This Report contains statistics from the three most recent calendar years for crimes reported on campus, in residence halls, in non-campus buildings or property, and on USF additional campuses and additional locations, as well as on public property and thoroughfares adjacent to the Hilltop Campus. It also includes statistics for referrals for University disciplinary action for alcohol abuse law violations, drug abuse law violations and weapons law violations. These statistics are obtained from the following sources: Public Safety records; local law enforcement agencies within whose jurisdiction the reporting area lies; the Student Housing and Residential Education; Office of Student Conduct, Rights and Responsibilities; Student Life staff; and Campus Security Authorities who have a significant responsibility for student and campus activities.

Community Right to Know

In an effort to prevent crime and increase safety on campus, information regarding major incidents may be forwarded to certain University offices, including the Office of Marketing Communications and the Foghorn (the campus student newspaper). Electronic correspondence (MyUSF Messages, emails are posted to the Public Safety website at <https://myusf.usfca.edu/public-safety-transportation/annual-clery-report/timely-warnings-crime-bulletin>) is used to inform the community of such incidents as well. Additionally, the Public Safety Daily Crime and Fire Log is maintained at the Public Safety administrative office, located in University Center, 5th Floor and the Public Safety website at <http://myusf.usfca.edu/student-health-safety/transportation-public-safety/daily-crime-fire-log>. The Daily Crime and Fire Log contains information about crimes and suspicious occurrences reported to Public Safety over one calendar year. The Daily Crime and Fire Log states the location, date, time, description and disposition of the incident, and it is updated every two business days.

Safety Tips

We encourage your participation in preventing crime on the USF campus. The following precautions provide guidance.

- Report all suspicious activity to Public Safety immediately.
- Program the main Public Safety emergency phone number into your cell phone: (415) 422-2911.
- Try to avoid walking alone at night, travel with friends, or use the Public Safety Night Safety Program when appropriate.
- Be aware of your surroundings. Watch the cars and people around you.
- Carry your keys and One Card at all times and do not lend them to anyone.
- Keep your residence hall room door closed, and keep windows closed and locked when you are not at home.
- Do not prop doors open to residence halls or other protected locations.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Never leave valuables unattended or in your car.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Crime Prevention Workshops

The University of San Francisco offers many programs designed to inform students and employees about campus security procedures and practices. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own security and for the security of others on campus. Crime Prevention Programs on personal safety and security are sponsored throughout the year by various University departments, including Public Safety, Koret Health and Recreation Center, Human Resources, Student Housing and Residential Education, Counseling and Psychology Services, Health Promotion Services, Gender and Sexuality Center, and the Office of Student Conduct Rights and Responsibilities. Topics include personal safety and crime prevention, sexual assault awareness, alcohol and drug awareness, self-defense, and fire safety and prevention.

Crime Prevention and personal safety workshops are offered at least three times a semester (during fall and spring), and presentations frequently involve experts from public and private organizations. Additionally, new employee orientation includes the distribution of crime prevention and fire safety materials to all new employees.

For more information about crime prevention presentations or to schedule a program, please contact the following offices:

Counseling and Psychological Services

(415) 422-6352

<https://myusf.usfca.edu/caps>

Gender and Sexuality Center

(415) 422-4431

<https://myusf.usfca.edu/cultural-centers/gender-sexuality-center>

Health Promotion Services

(415) 422-5797

<https://myusf.usfca.edu/hps>

Human Resources

(415) 422-6707

<https://myusf.usfca.edu/human-resources>

Koret Health and Recreation Center

(415) 422-6821

<https://www.usfca.edu/koret>

Public Safety

(415) 422-4222

<https://www.usfca.edu/public-safety>

Student Housing and Residential Education

(415) 422-6824

<https://www.usfca.edu/housing>

Think About It

The University of San Francisco has been at the forefront of efforts to address sexual violence and drug and alcohol use on college campuses. In order to create a culture of campus safety, staff throughout the Division of Student Life collaborated with an online educational provider CampusClarity to develop “Think About It,” an online interactive substance abuse and sexual violence prevention program. Now used in over 185 colleges and Universities throughout the United States, the program helps to fulfill educational mandates in compliance with Title IX, Drug-Free Schools, and the Campus Sexual Violence Elimination (SaVE) Act as part of the Violence Against Women Reauthorization Act of 2013.

In order to maintain a socially responsible learning community, USF requires all first-year and transfer undergraduate and graduate students to complete the Think About It course before arriving on campus. Think About It is a research-based, online training program that empowers incoming students to make healthy choices and to minimize risks associated with alcohol, drugs, and sexual violence.

Transportation and Safety Escort Services

Night Safety Program

The Night Safety Program is a Public Safety shuttle, co-sponsored by ASUSF Senate, which provides USF community members with the option of a ride to and from locations within a six-block radius of the Hilltop Campus. During the academic school year, the service operates during the following hours:

Sunday – Wednesday, 6 p.m. to 1 a.m.

Thursday – Saturday, 6 p.m. to 3 a.m.

Rides can be requested by calling Public Safety Dispatch at (415) 422-4201. To find out the borders that the Shuttle will drive and for any additional information, please visit <https://myusf.usfca.edu/public-safety-transportation/usf-shuttle-services>.

If at any time, students or employees feel unsafe walking to or from campus, Public Safety Officers are also available to escort them by foot, by bicycle, or by motorcycle.

Bicycle Safety

Each year hundreds of bicycles are stolen on campus and in the city of San Francisco. Most thefts can be prevented by properly securing the bicycle with an adequate lock to an approved, fixed object.

- Always lock your bike, even if you're leaving it for "just a minute."
- Whenever possible, always lock your bike to a fixed, but legal, device such as a bike rack or pod.
- Lock your bike in a highly visible, well-lit location.
- U-shaped high security locks are among the most theft-resistant locks available.
- Quick-release wheels and seats can be secured with a cable and/or chain. Consider installing locking hubs on your wheels or other security devices available at bike shops.



Response to Sexual Misconduct

The University of San Francisco does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, the University of San Francisco issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, the University of San Francisco prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the University community.

The University of San Francisco recognizes that sexual misconduct is a serious issue and will not tolerate any offense of the Sexual Misconduct Policy or the Policy Against Unlawful Harassment, Discrimination and Retaliation under any circumstances. Any University student or employee who commits any form of sexual misconduct will be subject to disciplinary action, which may result in expulsion or suspension from the University or termination from employment, as well as any actions external authorities may undertake. If a victim wishes to pursue a formal complaint, the Title IX Coordinator will appoint investigators to conduct an investigation. If the victim does not wish to pursue a formal complaint, the Title IX Coordinator will determine, based on all available information, whether or not the University will be able to honor that



request. This determination will be made upon evaluating the potential for ongoing threat to the community and/or relevant information about other behavioral concerns of the alleged party. Once an incident of sexual assault becomes known to any University employee that person (with the exception of mental health counselors and pastoral officials acting in their professional capacities) has an obligation to report the incident to a supervisor and/or a Title IX Coordinator, and to file a report at www.usfca.edu/redfolder. Upon receiving the report, a Title IX officer will be assigned to conduct a preliminary investigation to determine whether the incident will be reported to San Francisco Police Department (SFPD) for criminal investigation. If referred, SFPD will then assume the full responsibility for any criminal investigation. Victims should be conscious of preserving evidence that may be useful during criminal prosecution. Victims should be encouraged to follow up with the University's Counseling and Psychological Services (CAPS), University Ministry or other public and private services within the city. The University may make changes in a victim's academic, working, and living situation if reasonably possible. For more information, please refer to the University's Sexual Misconduct Policy, found in the Fogcutter Student Handbook

at www.usfca.edu/fogcutter, or the Policy Against Unlawful Harassment, Discrimination and Retaliation found on the Human Resources website at <https://myusf.usfca.edu/human-resources/policies-procedures>.

Getting Help

University Resources

Public Safety

Emergency: (415) 422-2911

Non-emergency: (415) 422-4222

www.usfca.edu/public-safety

Dean of Students

University Center, 5th Floor

(415) 422-5330

<https://myusf.usfca.edu/dean-of-students>

University Ministry

Toler Hall, Lower Level

(415) 422-4463

www.usfca.edu/university-ministry/

Title IX Office

University Center, 5th Floor

(415) 422-4563

<https://myusf.usfca.edu/title-ix>

Counseling and Psychological Services

Gillson Hall, Lower Level

(415) 422-6352

<https://myusf.usfca.edu/caps>

Sexual Assault Reporting Hotline

(855) 227-2499

<https://myusf.usfca.edu/title-ix>

Other Resources

San Francisco Police Department

Emergency: 911

Non-Emergency: (415) 553-0123

National Domestic Violence Hotline

(800) 799-SAFE (7233)

(800) 787-3224 (TTY)

www.thehotline.org

Rape Abuse & Incest National Network

(800) 656-HOPE (4673)

www.rainn.org

National Dating Abuse Hotline

1-877-331-9474

National Sexual Assault Hotline

(800) 656-HOPE (4673)



Definitions

There are numerous terms used by the University of San Francisco in our policy and procedures.

Consent

Consent is defined in California as follows:

California Penal Code 261.6.
In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, “consent” shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a, or 289.

The University’s Sexual Misconduct Policy defines consent as clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Mutually understandable consent must be obtained and maintained by both parties throughout the sexual interaction.
- Consent to sexual activity may be revoked at any time, at which point sexual activity must cease immediately.
- In order to give consent, one must be of legal age. The penal code for the state of California states that “a ‘minor’ is a person under the age of 18 years and an ‘adult’ is a person who is at least 18 years of age.”

Sexual Assault

“Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as 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. This definition includes any gender of victim or perpetrator.

Fondling is defined as the touching of the private parts of another person for the purposes 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 incapacity.

Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

The term “domestic violence” means:

- 1) Felony or misdemeanor crimes of violence committed—
 - (i) By a current or former spouse or intimate partner of the victim;
 - (ii) By a person with whom the victim shares a child in common;
 - (iii) By a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner;
 - (iv) 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; or
(v) By any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purpose of Clery Act reporting.

Dating Violence

The term "dating violence" means violence committed by a person:

1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and

2) The existence of such a relationship shall be 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.

For the purposes of this definition—

(i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence and **Dating Violence** are defined in California as follows:

California Penal Code 273.5

(a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be

punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000) or by both that fine and imprisonment.

(b) Subdivision (a) shall apply if the victim is or was one or more of the following:

(1) The offender's spouse or former spouse.

(2) The offender's cohabitant or former cohabitant.

(3) The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.

(4) The mother or father of the offender's child.

Stalking

The term "stalking" means:

1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(i) Fear for the person's safety or the safety of others; or

(ii) Suffer substantial emotional distress.

2) For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking is defined in California as follows:

California Penal Code 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.

Education and Prevention Programs

The University engages in comprehensive, intentional, and integrated programming initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct.
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking.
- Defines what behavior and actions

constitute consent to sexual activity in the State of California and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent.

- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing the situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University continues to maintain ongoing cyclical educational campaigns specific to students, faculty, and staff as soon as they join the USF community. The educational campaigns consist of presentations that include Think About It, parts I, II, and III, distribution of educational materials to new students, and participating in and presenting information and materials during new employee orientation.

Primary Prevention and Awareness Programs

The University offered the following **primary prevention and awareness programs** for all **incoming students** in the 2018/2019 academic year:

Name of Program	Population	Dates Held	Location Held	Prohibited Behavior Covered
New Student Orientation	All incoming freshman and transfer students	January 2018 August 2019	On campus	SA*
Active bystander intervention to promote responsible drinking and prevent of sexual assault training	All 130 Student Assistants working as front desk in campus housing.	January 2018 August 2019	On campus	DoV, DaV, SA, S*
Think About It (Online Course)	All incoming freshman and transfer students	Deadlines: January 15, 2018 August 15, 2019	Online	DoV, DaV, SA, S*
Think About It Graduate (Online Course)	All incoming graduate students and visiting students	Deadlines: January 15, 2018 August 15, 2019	Online	DoV, DaV, SA, S*
Peer Education Training	4 Peer educators and 32 volunteers	Bi-annual: February 2018 September 2019	On campus	DaV, SA, DoV, S*
Informational tables on alcohol and other drugs	General students	September 23, 2019	University Center	DoV, DaV, SA*
Educational videos (in 2 minutes or less) on alcohol, other drugs, and active bystander intervention	All students	Online Videos and on USF closed circuit TV	HPS website	Alcohol and Drugs use and misuse. Topics: ADHD medication Heroin Edible Marijuana Nitrous Oxide Cocaine Alcohol
Consent Video	All students	Online	Online	DoV, DaV, SA, S*

**DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault, and S means Stalking*

The University offered the following **primary prevention and awareness programs** for all **new employees** in the 2018/2019 academic year:

Name of Program	Population	Dates Held	Location Held	Prohibited Behavior Covered
University Welcome	Faculty and Staff	December 4, 2018 September 16, 2019	On campus	DoV, DaV, SA, S*
New Employee Orientations	Staff	Held weekly on Wednesday mornings	On campus	DaV, SA, S*
Title IX training video	Mandatory for new faculty and staff, and annually thereafter	Ongoing	Online	DoV, DaV, SA, S*

**DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault, and S means Stalking*

The University offered the following **ongoing awareness and prevention programs** for **students** in the 2018/2019 academic year:

Name of Program	Population	Date Held	Location Held	Prohibited Behavior Covered
Fall Health Fair	All students	October 2018	On campus	DoV, DaV, SA, S*
Safe Spring Break Tabling	Residential students	March 9, 2019	Residential halls: Fromm - Lobby Pedro Arrupe Loyola Village, Bldg A	DoV, DaV, SA, S*
Alcohol Awareness Game Day	All students	April 2019	On campus	DoV, DaV, SA, S*
Senior Stumble	Graduating Senior	May 2019	In exchange for free pizza and water, graduating seniors posting safe tips on their Facebook page.	DaV, SA, S*

**DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault, and S means Stalking*

(Table continued on following page)

Name of Program	Population	Date Held	Location Held	Prohibited Behavior Covered
HPS web site	All students	Ongoing	Online https://myusf.usfca.edu/hps/alcohol-drugs	DoV, DaV, SA, S*
Brief Motivational Intervention	Sanctioned students	Ongoing during the academic year	On campus	DaV, SA, S*
Talk About It Jeopardy	Residential students	On demand	Residential students	DaV, SA, S*

**DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault, and S means Stalking*

The University offered the following **ongoing awareness and prevention programs** for **employees** in the 2018/2019 academic year:

Name of Program	Population	Date Held	Location Held	Prohibited Behavior Covered
Online Anti-Harassment Training (Everfi/LawRoom)	Faculty and Staff	Ongoing	Online (myLearning)	DaV, SA, S*
In-Person Anti-Harassment Classes	Faculty and Staff	October 24, 2018 November 29, 2018	On campus	DaV, SA, S*
Interaction Management De-Escalation Training	Faculty and Staff All Public Safety Personnel	December 4, 2018	On campus	DaV, SA, S*
Workplace Violence Prevention Course (Everfi/LawRoom)	Faculty and Staff	Ongoing	Online (myLearning)	DaV, SA, S*
Duty to Prevent Violence Course (Everfi/LawRoom)	Faculty and Staff	Ongoing	Online (myLearning)	DaV, SA, S*

**DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault, and S means Stalking*

Procedures for Reporting a Complaint

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, and stalking, notifying individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and a respondent, such as housing, academic, transportation and workplace remedial actions, if reasonably available. The University will make such remedial actions, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly by calling, writing or visiting these offices to report in person to the following Title IX Coordinators and/or the Department of Public Safety (if the victim so desires):

Department of Public Safety

University Center 5th Floor
San Francisco, CA 94117
(415) 422-4201 (non-emergency)
(415) 422-2911 (emergency)
www.usfca.edu/public_safety

Title IX Coordinator

Jess Varga
University Center 5th floor
(415) 422-4563
jvarga@usfca.edu

Deputy Coordinators

Julie Orio (for students)
Vice Provost for Student Life
University Center, 5th Floor
(415) 422-5330
orioj@usfca.edu

Shannon Gary (for students)
Associate Vice Provost for Student Life and Dean of Students
University Center, 5th Floor
(415) 422-5330
sgary@usfca.edu

Diane Nelson (for faculty and staff)
Assistant Vice President for Human Resources
Lone Mountain, Main Building, Room 339
(415) 422-2441
dlnelson3@usfca.edu

David Philpott (for faculty & staff)
Director, Office of General Counsel
(415) 422-2458
philpott@usfca.edu

Linda Lappe (for athletics)
Senior Associate Athletic Director
Sobrato Center (Memorial Gym)
llappe@usfca.edu

Callisto

Third party, online site offering an additional method for reporting sexual assault:
<https://usfca.callistocampus.org/>

After an incident of sexual assault or domestic/dating violence, the victim should consider seeking medical attention as soon as possible. For instances of sexual violence, the victim should seek medical attention from:

San Francisco General Hospital
2727 Mariposa St, #100
San Francisco, CA 94110
(415) 437-3011

Individuals attending additional campuses, additional locations, or online programs should contact:

Rape Abuse & Incest National Network (RAINN)
(800) 656-HOPE (4673)
www.rainn.org

In California, evidence may be collected even if you chose not to make a report to law enforcement. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past five days so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University investigators or police. Although, the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. Under the Violence Against Women Act and the Department of Justice Reauthorization Act, victims of sexual assault are not required to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both. The University will assist any victims with notifying local police if they so desire. The following police departments may be reached directly:

Police Department Information

Hilltop Campus

San Francisco Police Department
Park Station
1899 Waller St
San Francisco, CA 94117
(415) 242-3000

Richmond Station
461 6th Ave
San Francisco, CA 94118
(415) 666-8000

Taraval Station
2345 24th Ave
San Francisco, CA 94116
(415) 759-3100

Downtown Campus

San Francisco Police Department
Southern Station
850 Bryant St
San Francisco, CA 94103
(415) 553-1373

Presidio Location

US Government and National Park Service Police
1217 Ralston Ave
San Francisco, CA 94129
(415) 561-5505

Orange County Campus

Orange Police Department
1107 N. Batavia St
Orange, CA 92867
(714) 744-7444

Pleasanton Campus

Pleasanton Police Department
4833 Bernal Ave
Pleasanton, CA 94566
(925) 931-5100

Sacramento Campus

Sacramento Police Department
5770 Freeport Blvd, Suite 100
Sacramento, CA 95822
(916) 264-5471

San Jose Campus

San Jose Police Department
201 W. Mission St
San Jose, CA 95110
(408) 277-8900

Santa Rosa Location

Santa Rosa Police Department
965 Sonoma Ave
Santa Rosa, CA 95404
(707) 543-3600

The University will provide resources—on campus, off campus, or both—to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violations of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. A victim who chooses not to make a complaint regarding an incident nevertheless should consider speaking with Public Safety or other law enforcement to preserve evidence in the event that the victim reconsiders options at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any investigation on campus arising from such a report (following page):

Incident Being Reported:	Procedure Institution Will Follow For Students:	Procedure Institution Will Follow For Employees:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care. 2. If applicable, institution will provide written information to complainant on how to preserve evidence. 3. Institution will assess immediate safety needs of complainant. 4. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 5. Institution will provide complainant with referrals to on- and off-campus mental health providers. 6. Institution will assess need to implement interim or long-term supportive measures such as housing changes, changes in class schedules, and “No Contact” directives between the parties. 7. Institution will provide a copy of the Sexual Misconduct Policy to the complainant and the respondent, and inform them regarding timeframes for inquiry, investigation, and resolution. 8. Institution will inform the complainant and respondent of the outcome of the investigation, whether or not charges will be assessed, as well as any applicable corrective action. 9. Institution will inform the complainant and respondent of allegations being investigated, evidence used to determine responsibility of violation of policy, as well as any applicable corrective action. 10. Institution may use either a single-decision maker or a hearing process to determine responsibility of violation of policy. 	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care. 2. If applicable, institution will provide written information to complainant on how to preserve evidence. 3. Institution will assess immediate safety needs of complainant. 4. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 5. Institution will provide complainant with referrals to the Employee Assistance Program for mental health providers. 6. Institution will assess need to implement interim or long-term protective measures, such as workplace changes. 7. Institution will provide written or verbal instructions on how to obtain a protective or restraining order. 8. Institution will provide a copy of the Policy Against Unlawful Harassment, Discrimination and Retaliation to the complainant and the respondent, and inform them regarding timeframes. 9. Institution will inform the complainant and respondent of the outcome of the investigation. 10. Institution will protect the complainant from retaliation and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. 	Preponderance of the evidence standard

Incident Being Reported:	Procedure Institution Will Follow For Students:	Procedure Institution Will Follow For Employees:	Evidentiary Standard
Stalking	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care. 2. If applicable, institution will provide written information to complainant on how to preserve evidence. 3. Institution will assess immediate safety needs of complainant. 4. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 5. Institution will provide complainant with referrals to on- and off-campus mental health providers. 6. Institution will assess need to implement interim or long-term supportive measures such as housing changes, changes in class schedules, and "No Contact" directives between the parties. 7. Institution will provide a copy of the Sexual Misconduct Policy to the complainant and the respondent, and inform them regarding timeframes for inquiry, investigation, and resolution. 8. Institution will inform the complainant and respondent of the outcome of the investigation, whether or not charges will be assessed, as well as any applicable corrective action. 9. Institution will inform the complainant and respondent of allegations being investigated, evidence used to determine responsibility of violation of policy, as well as any applicable corrective action. 10. Institution may use either a single-decision maker or a hearing process to determine responsibility of violation of policy. 	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care. 2. If applicable, institution will provide written information to complainant on how to preserve evidence. 3. Institution will assess immediate safety needs of complainant. 4. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 5. Institution will provide complainant with referrals to the Employee Assistance Program for mental health providers. 6. Institution will assess need to implement interim or long-term protective measures, such as workplace changes. 7. Institution will provide written or verbal instructions on how to obtain a protective or restraining order. 8. Institution will provide a copy of the Policy Against Unlawful Harassment, Discrimination and Retaliation to the complainant and the respondent, and inform them regarding timeframes. 9. Institution will inform the complainant and respondent of the outcome of the investigation. 10. Institution will protect the complainant from retaliation and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. 	Preponderance of the evidence standard

Incident Being Reported:	Procedure Institution Will Follow For Students:	Procedure Institution Will Follow For Employees:	Evidentiary Standard
Dating Violence	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care. 2. If applicable, institution will provide written information to complainant on how to preserve evidence. 3. Institution will assess immediate safety needs of complainant. 4. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 5. Institution will provide complainant with referrals to on- and off-campus mental health providers. 6. Institution will assess need to implement interim or long-term supportive measures such as housing changes, changes in class schedules, and "No Contact" directives between the parties. 7. Institution will provide a copy of the Sexual Misconduct Policy to complainant and respondent, and inform them regarding timeframes for inquiry, investigation and resolution. 8. Institution will inform the complainant and respondent of the outcome of the investigation, whether or not the respondent will be administratively charged, as well as any applicable corrective action. 9. Institution will inform the complainant and respondent of allegations being investigated, evidence used to determine responsibility of violation of policy, as well as any applicable corrective action. 10. Institution may use either a single-decision maker or a hearing process to determine responsibility of violation of policy. 	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care. 2. If applicable, institution will provide written information to complainant on how to preserve evidence. 3. Institution will assess immediate safety needs of complainant. 4. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 5. Institution will provide complainant with referrals to the Employee Assistance Program for mental health providers. 6. Institution will assess need to implement interim or long-term protective measures, such as workplace changes. 7. Institution will provide written or verbal instructions on how to obtain a protective or restraining order. 8. Institution will provide a copy of the Policy Against Unlawful Harassment, Discrimination and Retaliation to the complainant and the respondent, and inform them regarding timeframes. 9. Institution will inform the complainant and respondent of the outcome of the investigation. 10. Institution will protect the complainant from retaliation and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. 	Preponderance of the evidence standard

Incident Being Reported:	Procedure Institution Will Follow For Students:	Procedure Institution Will Follow For Employees:	Evidentiary Standard
Domestic Violence	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care. 2. If applicable, institution will provide written information to complainant on how to preserve evidence. 3. Institution will assess immediate safety needs of complainant. 4. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 5. Institution will provide complainant with referrals to on- and off-campus mental health providers. 6. Institution will assess need to implement interim or long-term supportive measures such as housing changes, changes in class schedules, and "No Contact" directives between the parties. 7. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. 8. Institution will inform the complainant of the outcome of the investigation, whether or not the respondent will be administratively charged, as well as any applicable corrective action. 9. Institution will inform the complainant and respondent of allegations being investigated, evidence used to determine responsibility of violation of policy, as well as any applicable corrective action. 10. Institution may use either a single-decision maker or a hearing process to determine responsibility of violation of policy. 	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care. 2. If applicable, institution will provide written information to complainant on how to preserve evidence. 3. Institution will assess immediate safety needs of complainant. 4. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 5. Institution will provide complainant with referrals to the Employee Assistance Program for mental health providers. 6. Institution will assess need to implement interim or long-term protective measures, such as workplace changes. 7. Institution will provide written or verbal instructions on how to obtain a protective or restraining order. 8. Institution will provide a copy of the Policy Against Unlawful Harassment, Discrimination and Retaliation to the complainant and the respondent, and inform them regarding timeframes. 9. Institution will inform the complainant and respondent of the outcome of the investigation. 10. Institution will protect the complainant from retaliation and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. 	Preponderance of the evidence standard

Resolution of Violations for Students

Whether or not criminal charges are filed, the University or a community member may file a complaint under the Sexual Misconduct Policy alleging that a student violated this policy.

Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether or not disciplinary action is brought against an accused party will not be determined by the cooperation of the complainant. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "University" may assume the role of the complainant.

Reports of all sexual harassment, domestic violence, dating violence, sexual assault, and stalking made to Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The University Title IX process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the complainant and the respondent. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the complainant and the respondent of the delay and the reason for the delay. Proceeding means all activities related to non-criminal resolution of an institutional disciplinary complaint, including but not limited to fact finding investigations, and formal or informal meetings. Investigators are trained annually on the issues related to sexual harassment, domestic violence, dating violence, sexual assault, and stalking, and taught how to conduct an investigation that protects the safety of the victim and promotes accountability. The Sexual Misconduct Policy provides that:

1. The complainant and the respondent each have the opportunity to attend an investigative meeting with properly trained

investigators that protects the safety of victims and promotes accountability;

2. The complainant and the respondent will have timely notice for meetings;
3. The institution will allow for timely access to the complainant, the respondent, and appropriate officials to any information that will be used after the fact-finding investigation but during the determination of outcome;
4. The institutional Title IX process will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent;
5. The complainant and the respondent each have the opportunity to be advised by a personal adviser of their choice, at their expense, at any stage of the process and to be accompanied by a personal adviser at any meeting or proceeding. Advisers may only consult and advise their advisee, but not speak for the advisee at any meeting or hearing. If the adviser is an attorney, that person is only permitted to act as an adviser during this process;
6. A finding in the Title IX process is based on the preponderance of the evidence standard, i.e. "more likely than not to have occurred." In other words, the process asks: "is it more likely than not that the respondent violated the University's Sexual Misconduct Policy?";
7. The complainant and the respondent each have the right to appeal the outcome of an investigation, or hearing, by submitting an appeal request to the Office of Student Conduct, Rights and Responsibilities within five (5) business days of the date noted on the outcome letter. If the appeal request meets the criteria for the grounds to appeal, the request will be reviewed University Appeals Board (UAB) to grant or deny the request. The appeals process is not a re-hearing - it is a review of the record and process only. The complainant and the respondent will be notified of the decision of the UAB, which may include changes to the original outcome, or referral back to the

Title IX Office for further investigation and/or re-hearing. Communication will include any implementation or modification of sanctions to both parties. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1231g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Sanctions and Protective Measures for Students

In all cases, investigations that result in a finding that a violation of the Sexual Misconduct Policy occurred will lead to the implementation of sanctions for the respondent. Any student found responsible for violating the Sexual Misconduct policy will be subject to sanction(s) ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous Student Conduct Code violations. Psychological and/or behavioral counseling will be required for any student found responsible for a violation of the Sexual Misconduct policy. The Director of OSCRR or designee reserves the right to broaden or lessen any range of sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

The University may implement protective measures following the report of domestic violence, dating violence, sexual assault, and/or stalking which may include some or all of the following actions:

- Referral to counseling and health services
- Education to the community
- Altering the housing situation of an accused student (or the alleged victim, if desired)
- Providing campus escorts
- Implementing No-Contact Orders between the parties
- Offering adjustments to academic deadlines, course schedules, etc.
- Interim suspension during which the student (or organization) may be denied access to University housing and/or the University campus/facilities/classes/events

- Other action deemed appropriate by the University

The Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. These remedies may be applied to one, both, or multiple parties involved. Applicable law requires that, when taking such steps to separate the complainant and the respondent, the University must minimize the burden of the complainant and thus should not, as a matter of course, remove the complainant from a job, classes or housing while allowing the respondent to remain.

Violations of the Title IX Coordinator's directives and/or protective measures will constitute violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the University of San Francisco.

The University will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

Resolution of Violations for Employees

Whether or not criminal charges are filed, the University or a community member may file a complaint under the Policy Against Unlawful Harassment, Discrimination and Retaliation and/or the Workplace Violence Prevention Policy alleging that an Employee violated one or both of these policies.

Title IX states that if an institution knows or reasonably should know of sexual harassment,

to include sexual violence, the institution has a duty to respond. Consequently, whether or not disciplinary action is brought against an accused party will not be determined by the cooperation of the complainant. If an investigation determines that it is more likely than not that the institution's Policy Against Unlawful Harassment, Discrimination and Retaliation was violated, then the "University" may assume the role of the complainant.

Reports of all domestic violence, dating violence, sexual assault, and stalking made to Public Safety will automatically be referred to Human Resources or the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The University complaint procedure is consistent with the institution's policy and will include a prompt, fair, and impartial assessment and/or investigation and resolution. Typically, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause. Investigators are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, and taught how to conduct an investigation that protects the safety of the victim and promotes accountability.

The University complaint procedure provides that:

1. A complainant has various options available to make timely reports that include written, oral and/or electronic reporting options.
2. The complainant's report ordinarily includes details of the incident(s), the name(s) of the person(s) alleged to have engaged in the conduct complained of, the names of any witnesses, and all relevant documents.
3. All reports shall be expeditiously assessed and may need to be internally investigated by the University, or by an external professional retained for the matter.
4. An investigation may require interviews of students, faculty, staff, administrators, independent contractors, and all other

individuals. All University persons have a duty to cooperate with the University in its review and in its further proceedings.

5. The complainant and the respondent each have the opportunity to attend an assessment or investigative meeting with properly trained investigators that protects the safety of victims and the rights of both parties. The institutional process will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent.
6. Full and fair investigations will be conducted in accordance with all applicable state and federal law.
7. Investigators will seek to gather evidence in a manner that is fair, impartial, and thorough.
8. A written report of the investigation will summarize information relevant to a determination of whether a violation of the policy occurred and/or what, if any, corrective action should be taken by the University.
9. The University may take immediate action it deems necessary to ensure prompt and effective corrective action.
10. The University may seek to take corrective action whenever it believes that this is needed for the proper operation of the University. At times, corrective action may include disciplinary action toward the person(s) whose conduct is found to violate this Policy or is otherwise found to be inappropriate.
11. This determination is based on the preponderance of the evidence standard, i.e. "more likely than not to have occurred." In other words, the process asks: "is it more likely than not that the respondent violated the University's Policy Against Unlawful Harassment, Discrimination and Retaliation?"

Corrective/Disciplinary Action and Protective Measures for Employees

The University may implement protective measures following the report of domestic

violence, dating violence, sexual assault, and/or stalking which may include some or all of the following actions:

- Referral to counseling and health services
- Education to the community
- Altering the workplace situation of an accused employee (or the alleged victim, if desired)
- Providing campus escorts
- Offering adjustments to work deadlines, work stations, etc.
- Other action deemed appropriate by the University

Human Resources, the Title IX Coordinator, or their designee, will determine whether interim interventions and protective measures should be implemented, and if so, take steps to implement those protective measures as soon as possible.

These remedies may be applied to one, both, or multiple parties involved. Applicable law requires that, when taking such steps to separate the complainant and the respondent, the University must minimize the burden of the complainant and thus should not, as a matter of course, remove the complainant from the job, classes, or housing while allowing the respondent to remain.

Violations of the University's directives and/or protective measures may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of the investigation or may become permanent as determined by the University of San Francisco.

Disciplinary action may include, but is not limited to warning, suspension, or termination from employment, warning sanctions, suspension, or expulsion from the University, the University's residential facilities, or other affiliation with the University. Disciplinary action, including expulsion, and/or any other corrective action shall be implemented in a manner consistent with other University policies

and procedures and, if applicable, University collective bargaining agreements, as well as rights of grievance and appeal of corrective actions. The University will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results by such institution against an employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

Confidentiality

The University will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

When a victim does not consent to the disclosure of name or other identifiable information to the alleged perpetrator, the University's ability to respond to the complaint may be limited.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In California, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights (see following page):

**Marsy's Law:
Victim's Bill of Rights (2009)
California Constitution, Article I, Section 28(b)**

In order to preserve and protect a victim's rights to justice and due process, a victim shall be entitled to the following rights:

- (1) To be treated with fairness and respect for his or her privacy and dignity, and to be free from intimidation, harassment, and abuse, throughout the criminal or juvenile justice process.
- (2) To be reasonably protected from the defendant and persons acting on behalf of the defendant
- (3) To have the safety of the victim and the victim's family considered in fixing the amount of bail and release conditions for the defendant.
- (4) To prevent the disclosure of confidential information or records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law.
- (5) To refuse an interview, deposition, or discovery request by the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, and to set reasonable conditions on the conduct of any such interview to which the victim consents.
- (6) To reasonable notice of and to reasonably confer with the prosecuting agency, upon request, regarding, the arrest of the defendant if known by the prosecutor, the charges filed, the determination whether to extradite the defendant, and, upon request, to be notified of and informed before any pretrial disposition of the case.
- (7) To reasonable notice of all public proceedings, including delinquency proceedings, upon request, at which the defendant and the prosecutor are entitled to be present and of all parole or other post-conviction release proceedings, and to be present at all such proceedings.
- (8) To be heard, upon request, at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.
- (9) To a speedy trial and a prompt and final conclusion of the case and any related post-judgment proceedings.
- (10) To provide information to a probation department official conducting a presentence investigation concerning the impact of the offense on the victim and the victim's family and any sentencing recommendations before the sentencing of the defendant.
- (11) To receive, upon request, the pre-sentence report when available to the defendant, except for those portions made confidential by law.
- (12) To be informed, upon request, of the conviction, sentence, place and time of incarceration, or other disposition of the defendant, the scheduled release date of the defendant, and the release of or the escape by the defendant from custody.
- (13) To restitution.
 - (A) It is the unequivocal intention of the People of the State of California that all persons who suffer losses as a result of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer.
 - (B) Restitution shall be ordered from the convicted wrongdoer in every case, regardless of the sentence or disposition imposed, in which a crime victim suffers a loss.
 - (C) All monetary payments, monies, and property collected from any person who has been ordered to make restitution shall be first applied to pay the amounts ordered as restitution to the victim.
- (14) To the prompt return of property when no longer needed as evidence.
- (15) To be informed of all parole procedures, to participate in the parole process, to provide information to the parole authority to be considered before the parole of the offender, and to be notified, upon request, of the parole or other release of the offender.
- (16) To have the safety of the victim, the victim's family, and the general public considered before any parole or other post-judgment release decision is made.
- (17) To be informed of the rights enumerated in paragraphs (1) through (16).

Further, University of San Francisco complies with California law in recognizing Protective Orders. Any person who obtains an order of protection from California should provide a copy to Public Safety. A complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

The University cannot apply for a legal order of protection, no contact order or restraining order for a victim for the applicable jurisdiction(s). The victim is required to apply directly for these services. Protection from abuse orders may be available through the police departments listed below:

Police Department Information

Hilltop Campus

San Francisco Police Department
Park Station
1899 Waller St
San Francisco, CA 94117
(415) 242-3000

Richmond Station
461 6th Ave
San Francisco, CA 94118
(415) 666-8000

Taraval Station
2345 24th Ave
San Francisco, CA 94116
(415) 759-3100

Downtown Campus

San Francisco Police Department
Southern Station
850 Bryant St
San Francisco, CA 94103
(415) 553-1373

Presidio Location

US Government and National Park Service
Police
1217 Ralston Ave
San Francisco, CA 94129
(415) 561-5505

Orange County Campus

Orange Police Department
1107 N. Batavia St
Orange, CA 92867
(714) 744-7444

Pleasanton Campus

Pleasanton Police Department
4833 Bernal Ave
Pleasanton, CA 94566
(925) 931-5100

Sacramento Campus

Sacramento Police Department
5770 Freeport Blvd, Suite 100
Sacramento, CA 95822
(916) 264-5471

San Jose Campus

San Jose Police Department
201 W. Mission St
San Jose, CA 95110
(408) 277-8900

Santa Rosa Location

Santa Rosa Police Department
965 Sonoma Ave
Santa Rosa, CA 95404
(707) 543-3600

To the extent of the victim's cooperation and consent, University offices will work cooperatively to ensure that the complainant's health, physical safety, work, and academic status are protected, pending the outcome of a formal University investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. For students, the University may issue an institutional No Contact Order if deemed appropriate or at request of the complainant or respondent. Additionally, personal identifiable information about the complainant will be treated as confidential and only shared with persons with a specific need to know who are investigating/ adjudicating the complaint or delivering resources or support services to the complainant. Further, the institution will maintain as confidential any remedial actions or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the remedial actions or protective measures.

The University does not publish the name of crime victims or keep identifiable information regarding victims in Public Safety's Daily Crime and Fire Log or online. Students who are victims may request that Directory Information on file be removed from public sources by contacting:

University Registrar Office
Lone Mountain 217
(415) 422-7260
<https://myusf.usfca.edu/registration/privacy>

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

On-Campus Resources

Resources	Students	Employees
Title IX Office	UC 5th Floor (415) 422-4563	UC 5th Floor (415) 422-4563
Health	Health Promotion Services (415) 422-5797	N/A
Mental Health	Counseling and Psychological Services (415) 422-6352	N/A
Victim Advocacy	Dean of Students (415) 422-5330	N/A
Visa and Immigration Assistance	International Student and Scholar Services (415) 422-2654	Human Resources (415) 422-6707
Other Services	Department of Public Safety (415) 422-4201 Gender and Sexuality Center (415) 422-4431	Department of Public Safety (415) 422-4201 Human Resources (415) 422-6707

Off Campus Resources

Resources	Students	Employees
Health	<p>Dignity Health Medical Group Clinic St. Mary's Medical Center (415) 750-5995</p> <p>Dignity Health Medical Group Clinic St. Francis Medical Center (415) 292-3700</p> <p>San Francisco General Hospital 2727 Mariposa St, #100 San Francisco, CA 94110 (415) 437-3011</p>	<p>Concern Employee Assistance Program (650) 940-7100 (800) 344-4222 www.concern-eap.com</p>
Mental Health	<p>Women Against Rape-Counseling (415) 647-7273</p> <p>California Coalition Against Sexual Assault (CALCASA) 1215 K St, Suite 1850 Sacramento, CA 95814 (916) 446-2520 www.calcasa.org</p>	<p>Concern Employee Assistance Program (650) 940-7100 (800) 344-4222 www.concern-eap.com</p> <p>Women Against Rape-Counseling (415) 647-7273</p> <p>California Coalition Against Sexual Assault (CALCASA) 1215 K St, Suite 1850 Sacramento, CA 95814 (916) 446-2520 www.calcasa.org</p>
Legal Assistance	<p>US Department of Justice, Office of Violence against Women www.justice.gov/ovw</p> <p>U.S. Department of Education Office for Civil Rights (800) 872-5327 https://www2.ed.gov/about/offices/list/ocr/index.html</p>	<p>Concern Employee Assistance Program (650) 940-7100 (800) 344-4222 www.concern-eap.com</p> <p>US Department of Justice Office of Violence against Women www.justice.gov/ovw</p> <p>U.S. Department of Education Office for Civil Rights (800) 872-5327 https://www2.ed.gov/about/offices/list/ocr/index.html</p>

(continued on following page)

Off Campus Resources

Resources	Students	Employees
Victim Advocacy	<p>Rape, Abuse and Incest National Network www.rainn.org</p> <p>Victim Services Division (SF DA's Office) 850 Bryant St #320 San Francisco, CA 94103 (415) 553-9044 www.sfvictimservices.org</p>	<p>Rape, Abuse and Incest National Network www.rainn.org</p> <p>Victim Services Division (SF DA's Office) 850 Bryant St #320 San Francisco, CA 94103 (415) 553-9044 www.sfvictimservices.org</p>
Visa and Immigration Assistance	<p>U.S. Citizenship and Immigration Services www.uscis.gov</p> <p>Student and Exchange Visitor Program www.ice.gov/sevis/</p> <p>Lawler & Lawler Law Offices www.aboutvisas.com</p>	<p>U.S. Citizenship and Immigration Services www.uscis.gov</p> <p>Student and Exchange Visitor Program www.ice.gov/sevis/</p> <p>Lawler & Lawler Law Offices www.aboutvisas.com</p> <p>U.S. Department of State www.state.gov</p>



Risk Reduction

With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find out a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol consumed, or is acting out of character, get the person to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact a law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. **If you need to get out of an uncomfortable or scary situation** here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason for you to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else you need to be, etc.

- e. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- f. **If you and/or the other person have been drinking,** you can say that you would rather wait until both of you have your full judgment before doing anything you may regret later.

How to be an Active Bystander

Bystander intervention promotes the idea of bystanders (observers, onlookers) intervening safely and effectively to stop a perilous situation, such as a potential sexual assault. An active bystander is an individual who stands up against offensive language and behaviors that may perpetuate sexual assault, and intervene on the behalf of the victim to eliminate the danger and/or provide needed support.

In our continuous endeavor to foster a safe community for students' success, the University of San Francisco encourages students to become active, empowered bystanders who can safely intervene if they witness a situation, or a potential situation in which a friend or stranger may experience inappropriate, harmful, and hurtful acts.

Active bystander tips:

- Promise yourself that you will speak up and/or take action.
- Attend a bystander intervention training program.
- Develop strategies to safely and effectively intervene as a bystander when you observe or suspect sexual assault, dating violence, domestic violence, or stalking happening around you.
- Find allies (others who agree with you) and ask for their support.
- If the situation is beyond your control call (415) 422-2911 if you are on campus, or 911 if you are off campus.
- Express discomfort/concern if someone makes sexist comments, homophobic jokes, or catcalls.
- Confront a friend who is planning to hook up with someone who is passed out.
- Ensure your friends leave the party with the same people they arrived with.
- Ask friends or acquaintances if they need to be walked home from a party.
- Express concern if your friend has unexplained bruises that may be signs of abuse in the relationship.
- Listen, believe, and support someone who discloses a sexual assault, dating violence, domestic violence or experience with stalking or cyber-stalking.
- Learn and share information about the sexual assault community and campus resources and information with friends.
- Report the incident with or without names.

Sex Offender Registry

Sexual Offender Information

Megan's Law is a law that requires dangerous sex offenders to register with their local law enforcement agencies. It empowers local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community. Please visit the Megan's Law website at meganslaw.ca.gov/.

The Campus Sex Crimes Prevention Act of 2000 is a federal law that requires institutions of higher education to advise the campus community where information concerning registered sex offenders may be obtained. It also requires sex offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state, at which the person is employed, carries on a vocation, or is a student.



In San Francisco, convicted sex offenders must register with the San Francisco Police Department (SFPD). You can view this information on SFPD's website at www.sanfranciscopolice.org.

Alcohol and Drug Policies

USF complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Campuses Act Final Regulations of 1990. The University has a standard of conduct that prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on University property or a part of University activities. The University will impose disciplinary sanctions on students and employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the law. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.

Each and every member of the University of San Francisco community has the right and responsibility to pursue their academic endeavors in a safe, effective, drug-free environment. The USF Alcohol and Drug Policy adheres to local, State, and Federal laws regarding the purchase, sale and consumption of alcohol, including those prohibiting the consumption of alcoholic beverages by persons under the age of 21. The drug policy adheres to Federal law regarding marijuana and the

University does not permit the possession or use of marijuana for any purpose on university property even if the use meets the qualifications of the California Compassionate Use Act, Proposition 215 or if purchased legally by a student over the age of 21 as permitted by State law. More information on the University's alcohol and drug policies can be found in the Fogcutter at www.usfca.edu/fogcutter.

Abuse of alcohol and drugs can have a significant impact on one's professional, academic, personal, and family life. Students, staff and faculty work collaboratively in developing educational programs that will encourage responsible adult behavior. The practice of students accepting responsibility for compliance with federal and state laws with USF's Alcohol and Drug Policies nurtures adult behavior.

Each year the University notifies employees and students of their responsibility to adhere to the alcohol and drugs policy. A biennial review is conducted to determine its effectiveness and implement changes to the program if necessary and ensure that the disciplinary sanctions listed are consistently enforced. For a copy of this biennial review, contact Health Promotion Services at (415) 422-5797 or visit the office at University Center 5th Floor.



Alcohol and Drug Prevention and Support Resources

Name of Program	Population	Date Held	Location Held
Think About It Course	All incoming and transfer students	Deadlines: September 1 for Fall February 1 for Spring	Online
Brief Motivational Intervention	Sanctioned students	Ongoing during the academic school year	On campus
Brief Motivational Intervention	Athletes	Ongoing during the academic school year	On campus
Big Book Study Group	Students	Ongoing during the academic school year	On campus
Alcohol eCheckup	Students	Ongoing during the academic school year	Online
Marijuana eCheckup	Students	Ongoing during the academic school year	Online
Health Promotion Services	Students	Ongoing	On campus
Counseling and Psychological Services	Students	Ongoing	On campus
Employee Assistance Program	Employees	Ongoing	Online and by phone

Firearms and Weapons Policy

USF is committed to maintaining a safe and secure environment that supports the academic mission of the University. According to the USF Fogcutter as well as the Workplace Violence Prevention Policy, members of the USF community, including students, faculty, staff, as well as visitors to any USF campus location, are prohibited from possessing firearms, explosives, weapons, or any item that may be construed as such, on the premises of the University or in any building under University control. This prohibition applies regardless of whether a federal or state license to possess the same has been issued to the possessor. Carrying, possessing, etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. There are some limited exceptions to this policy; for example certified and licensed law enforcement personnel who are authorized to carry a firearm are permitted to do so while on USF property.



Annual Fire Safety Report

The University of San Francisco publishes this fire safety report as part of its annual Clery Act Compliance. This report contains information regarding the fire safety practices and standards for USF, including statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. This report is available for review 24 hours a day within the Daily Crime and Fire Log at <http://myusf.usfca.edu/student-health-safety/transportation-public-safety/daily-crime-fire-log>. A physical copy may be obtained by making a request to Public Safety in University Center, 5th Floor, or by emailing parking@usfca.edu.

USF maintains a fire log that includes information about fires that occur in residential facilities, including the nature, date, time and general location. A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. If a fire occurs in a USF building, community members should immediately pull the fire alarm that will notify Public Safety. When safe, call Public Safety at x2911 on a University phone or (415) 422-2911 on a non-University phone, and provide



as much information as possible about the location, date, time, and cause of the fire. Public Safety will initiate a response, investigate, and contact the fire department, as needed. If a member of the USF community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Public Safety to investigate and document the incident.

The University takes fire safety seriously and has established fire safety programs for management and students living in on-campus residence halls. Fire evacuation plans have been developed for residence halls and copies of Evacuation Exit placards can be found on the inside of the door of each room. The University also has specific fire safety programs for the University employees, faculty, and students such as cardiopulmonary resuscitation (CPR) and first aid training. Additionally, the University hosts Neighborhood Emergency Response Team (NERT) training which covers fire extinguisher training, light search and rescue, and triage. The University is currently building an on-campus NERT-certified team.



Fire Safety Systems in Residential Facilities

The following residence halls have fire alarm systems consisting of pull stations and bells:

- Fulton House Residence
- Fromm Residence Hall
- Gillson Residence Hall
- Hayes-Healy Residence Hall
- Lone Mountain Residence Hall
- Lone Mountain Pacific Wing
- Loyola Village Residence
- Pedro Arrupe Residence Hall
- St. Anne's Community
- Toler Residence Hall

Activation of the pull station will ring the bells in the hall. Activation of the smoke detectors within the room will sound in the individual unit only. Please call (415) 422-2911 to report the fire and summon the fire department.

All student rooms have single station smoke detectors. Activation sounds a local alarm in the room only. Students are not permitted to tamper with, disable, or destroy smoke detectors or other fire safety devices. Students found in violation of the fire regulation procedures will be charged a \$250 fine and will face University disciplinary action.

It is essential that fire lanes be clear of vehicles and obstructions at all times. Vehicles in violation will be cited and are subject to towing at the owner's expense.

Electrical appliances with exposed heating elements—including but not limited to space heaters, sun-lamps, torchiere halogen lamps, ceiling fans, air conditioners, and hot plates—afford undue safety risks and are prohibited in rooms and independent living units. Woks, rice cookers, toaster ovens, coffee makers, and similar cooking appliances may not be used in any room other than a kitchen or kitchenette. Due to power and facilities risks other large electrical items are not permitted in rooms or independent living units, including but not limited to exercise machines and portable washers, dryers, or dishwashers.

Candles (including unburned, decorative candles), incense, and other objects with open flames are considered extremely dangerous due to the potential for fire and are prohibited in both private and public living spaces. Candles found in the residence halls or apartments will be confiscated and destroyed, and students found in possession of candles are subject to a \$250 fine and other disciplinary sanctions.

Smoking is prohibited in all residence halls and independent living units, as well as in any common area within the residence halls and independent living buildings. In accordance with University policy, smoking is not permitted on campus. Those found in violation may be subject to a \$250 fine.



For emergency response purposes, fires must be reported to Public Safety Dispatch at (415) 422-2911.

For Clery reporting purposes all fires must be reported to one of the following individuals or organizations:

- Resident Adviser and/or Resident Director
- Student Housing and Residential Education, (415) 422-6824
- Department of Public Safety, (415) 422-4201

University buildings are equipped with automatic fire detection and alarm systems and most of them are connected to the Public Safety Dispatch monitoring system and are monitored by staff. Fire drills are conducted twice a year in all residence halls. The first drill is scheduled in the fall semester and the second drill is conducted during the spring semester. All fire drills are unannounced, except for that building's Building Marshals. The fire safety systems in residential facilities are tested and certified by USF Facilities Engineering and their contractor each year in the spring semester.

Buildings are equipped with a variety of features that are designed to detect, stop, and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is a violation of University policy for residents to:

- Prop open a door
- Obstruct or disable the smoke detectors and strobes with materials hanging from the devices

In the Event of a Fire

Fire alarms alert community members of potential hazards and USF community members are required to follow the warning and evacuate the building immediately upon hearing a fire alarm.

Expectations of All Building Occupants

- **Sound Alarm:** If smoke or fire is observed, pull the nearest fire alarm pull station. Fire alarm pull stations activate alarm bells throughout the building to alert others of the fire emergency. Pulling the fire alarm station saves lives.
- **Use the Nearest Exit or Exit Stairwell:** Immediately exit the building upon hearing an alarm, even if you have not seen smoke or fire. Use the nearest stairwell to exit.
- **Do not wait for confirmation of an actual fire or assume the alarm is a false alarm.** Evacuate immediately, even if fire and smoke are not apparent.
- **Do not use the elevator.** Elevators enter into a "fire service" mode and may not respond to calls when the fire alarm system has been activated. Occupants may become trapped in elevators. Do not attempt to locate the fire.
- **Do not attempt to fight or extinguish the fire.**
- **Do not re-enter the building until the fire department gives authorization.**
- **Call x2911 or (415) 422-2911.**
Once safely outside contact Public Safety Dispatch to report as much information as possible and to confirm the fire department has been notified and dispatched. Call x2911 from an outside blue light phone or if using a cell phone, call (415) 422-2911.

Residential Facility Fire Safety Systems

Residential Facilities	Partial Sprinkler System*	Full Sprinkler System**	Smoke Detection	Fire Extinguisher Devies	Evacuation Plans / Placards	Number of Evacuation (Fire) Drills Each Calendar Year
Fromm Hall	None		✓	✓	✓	2
Fulton House	None		✓	✓	✓	2
Gillson Hall	✓		✓	✓	✓	2
Hayes-Healy Hall	✓		✓	✓	✓	2
Lone Mountain Residential Hall		✓	✓	✓	✓	2
Lone Mountain Pacific Wing	None		✓	✓	✓	2
Loyola Village		✓	✓	✓	✓	2
Pedro Arrupe		✓	✓	✓	✓	2
St. Anne's Community	None		✓	✓	✓	2
Toler Hall	✓		✓	✓	✓	2

**Partial Sprinkler System is defined as having sprinklers in common areas only.*

***Full Sprinkler System is defined as having sprinklers in both common areas and individual rooms.*

Fire Statistics

USF Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Fromm Hall 2497 Golden Gate Ave	0	N/A	N/A	N/A	N/A	N/A
Fulton House 1982 Fulton St	0	N/A	N/A	N/A	N/A	N/A
Gillson Hall 2325 Golden Gate Ave	0	N/A	N/A	N/A	N/A	N/A
Hayes-Healy Hall 2305 Golden Gate Ave	0	N/A	N/A	N/A	N/A	N/A
Lone Mountain Residential Hall 330 Parker Ave	0	N/A	N/A	N/A	N/A	N/A
Lone Mountain Pacific Wing 2800 Turk St	1`	1	Unintentional/Machinery/Industrial: Hot air vent near dry leaves. Fire right outside building.	0	0	\$100-999
Loyola Village 331 Anza St	0	N/A	N/A	N/A	N/A	N/A
Pedro Arrupe 490 6th Ave	0	N/A	N/A	N/A	N/A	N/A
St. Anne's Community 1330 14th Ave	0	N/A	N/A	N/A	N/A	N/A
Toler Hall 2345 Golden Gate Ave	0	N/A	N/A	N/A	N/A	N/A