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MESSAGE FROM OUR CHIEF

I would like to take this opportunity to welcome you to Campus Security and Parking Services. We are continually striving to improve the quality of life at the Institute by providing a safe and secure environment to the Caltech community.

The goal of the Campus Security and Parking Services Department is to provide world-class customer service to the Caltech community by following the principles of Service, Accountability, Passion, Integrity and Mutual Respect.

Our approaches to providing service are through the beliefs that:

- We exist to serve the community
- How we get the job done is as important as getting the job done
- We are fair, but firm
- We are proactive
- We believe in the personal touch

No matter what the issue, please contact us. We rely on our customers’ feedback to help improve our service. We are dedicated to serving the community and welcome your ideas on how we can provide better service to meet your needs.

Gregg Henderson
THE ROLE OF SECURITY

Caltech’s Department of Security and Parking Services (”Security”) exists to provide a stable environment for research, education, and employment in which security concerns are balanced with freedom of movement in an open campus atmosphere while protecting the life and property of the faculty, students, staff, visitors, and guests of the Institute.

Security provides 24-hour patrol service, incident response to violations of local, state and federal laws and other security-related services such as escorts, lock-outs, vehicular accidents, and medical emergencies on the Caltech campus and its off-campus properties. Security coordinates outside emergency response units called to the campus, such as the Pasadena Police, Fire and Paramedic Departments; develops and implements security programs and regulations; enforces parking regulations; and is responsible for Caltech’s carpool, vanpool, and other alternative transportation programs. Additionally, it represents the U.S. government in classified document control and security clearances.

REACHING SECURITY

Emergencies
Security can be reached for emergencies 24-hours a day from on-campus telephones by dialing 5000 or from off-campus telephones or cell phones by dialing (626) 395-5000.

Additional methods of contacting Security include an emergency e-mail address, 5000@caltech.edu and the “Everbridge ContactBridge App.” The App allows Caltech community members to immediately report an emergency or suspicious activity via text to the Security Dispatcher with an option to include a photo with the message. Instructions for the ContactBridge App. are available at https://security.caltech.edu/documents/51-mobile_member_app-sso.pdf

Emergency Phones
There are twenty-three (23) emergency telephones, consisting of twenty (20) on-campus telephones and three (3) telephones in the Catalina Apartment housing complex. The phones are "push to talk" and connect directly to Security Dispatch which is staffed 24 hours a day.

Non-Emergencies
For information, to file a report, or for other non-emergency services, such as escorts and lock outs, dial extension 4701 on-campus or (626) 395-4701.

Administrative Offices and Dispatch Center
The administrative offices of Security are located at 515 South Wilson Avenue, second floor. These offices are staffed from 8 a.m. to 5 p.m., Monday through Friday. The Dispatch Center is located on the first floor of the Holliston Parking structure at 370 S. Holliston Avenue.
SECURITY PERSONNEL

About Security
The Chief of Security, who has substantial police and security experience, leads Security. The Director of Security Operations manages the uniformed Supervisors and Field Officers, and is supported by a Security Operations Analyst and a Training Supervisor who develops and implements training for uniformed field personnel. Four (4) uniformed Supervisors provide direction to unarmed, uniformed Field Officers assigned to their shifts. There are twenty-one (21) Field Officers employed by the Institute and assigned to the campus. Additional Officers are added to the security force, as needed, for special events and to maintain campus security. All security staff are integrated into the campus emergency response organization in the event of local or regional disaster. Certain security staffs are trained in the National Incident Management System (NIMS) and have Incident Command System (ICS) certifications.

First Responders
The uniformed Supervisors and Field Officers are trained as “First Responders” (emergency medical personnel) for the response to emergency situations requiring medical stabilization beyond simple First Aid and cardiopulmonary resuscitation (“CPR”). There are currently five (5) teams trained in “Urban Search and Rescue” (“USAR”). Teams are activated if medical stabilization is required and/or if the extraction of people from a damaged building may be required. Additionally, the campus maintains twenty-eight (28) Automatic Electronic Defibrillators (AEDs) on the campus. Seven (7) are stationary and located strategically throughout the campus, and two (2) are mobile with Security.

Administrative Staff
Other, non-uniformed employees in Security include the Director of Security Field Operations, Security Systems Administrator, the Transportation Coordinator, the Parking Coordinator, the Parking Enforcement Officer, and the department assistant. The Security Systems Administrator is responsible for all security-related technology on the campus including electronic access control, alarm systems, and Closed Circuit Television (“CCTV”). The Transportation Coordinator manages carpool, vanpool and other alternative transportation programs. The Parking Coordinator, supported by the department assistant, handles all aspects of parking on the campus including registration, reserved space assignments, parking enforcement.

ENFORCEMENT AUTHORITY AND JURISDICTION

The authority of uniformed Security Officers is defined in the California Penal Code, Section 834. This authority is identical to that of a private citizen. In addition, Security Officers issue municipal parking citations under an arrangement with the City of Pasadena. Local law enforcement has primary jurisdiction for all areas. Caltech Security’s jurisdiction is restricted the boundaries of the Caltech campus and campus properties.
WORKING RELATIONSHIP WITH STATE AND LOCAL POLICE

Caltech maintains a close working relationship with the Pasadena Police Department. Pasadena Police officers are called upon to aid in the arrest of individuals suspected of crimes on campus. Security has established a “Memorandum of Understanding” with the Pasadena Police Department that formalizes certain aspects of the working relationship.

Members of the Caltech community who are the victims of a crime are encouraged to report the incident to the Pasadena Police Department. Caltech assists both the victim and the police in the investigation of crimes occurring at the Institute. Caltech also works with State and Federal officers in the event of a State or Federal investigation and to ensure the security of visiting dignitaries.

REPORTING CRIMES AND EMERGENCIES

Caltech encourages the reporting of crimes and emergencies to Security and to the Pasadena Police Department; however reporting is not required. Security takes reports from all members of the Caltech community, visitors, and guests regarding incidents, criminal or otherwise.

If requested, Security will call the police to the crime scene and assist the victim in filing the report. Victims and witnesses will be assisted, upon request, with transportation to and from court. For further information concerning reporting sexual violence, please see the section of this report concerning sexual violence, domestic violence, dating violence, and stalking.

Victims and witnesses may report crimes on a voluntary and confidential basis through the Staff and Faculty Consultation Center (staff and faculty), the Caltech Diversity Center (all), the Caltech Counseling Center (students), or the Health Educator (students). Reports may also be made anonymously to Security.

Reporting to Campus Security Authorities
For purposes of the annual statistical disclosure and timely warnings, crimes can be reported directly to the Chief of Security, the Directory of Security Operations or any Security Officer. Crimes also may be reported to the following Campus Security Authorities:

- Vice President for Student Affairs
- Assistant Vice President of Equity, Accessibility and Inclusion Initiatives and Title IX Coordinator
- Deputy Title IX Coordinators
- Division Administrators
- Director of Employee and Organizational Development
• Dean of Undergraduate Students
• Associate Deans of Undergraduate Students
• Dean of Graduate Studies
• Associate Dean of Graduate Studies
• Registrar
• Executive Director, Undergraduate Admissions and Financial Aid
• Director of Financial Aid
• Director of Fellowships, Advising and Study Abroad and the Career Center
• Director for the Caltech Center for Diversity
• Director for Athletics, Physical Education and Recreation
• Assistant Athletic Director of Intercollegiate Teams
• Associate Athletic Director for Recreation
• Coaches
• Director, Student Faculty Programs
• Student Affairs Chief Business Administrative Office
• Senior Director of Student Activities and Programs
• Director, International Student Programs
• Director of Housing
• Senior Director of Dining Services
• Associate Director, International Student Programs
• Master of Student Housing
• Residence Life Coordinators
• Resident Associates

The identities of the victim and witnesses will not be disclosed in the annual crime statistics or crime log.

CONFIDENTIAL RESOURCES

Members of the Caltech community may contact one or more confidential campus resources, including the Counseling Center (students), the Staff and Faculty Consultation Center (staff and faculty), and the Caltech Center for Diversity (staff, faculty and students). Personnel in these offices will listen and offer options. Talking to any of these individuals does not constitute reporting an incident involving a member of the Caltech community to Caltech. However, these offices can provide you with support and can guide you through Institute procedures. Although they will not participate in formal Institute processes or legal action, the staff at each of these offices is available to help the complainant and/or the respondent look at all available options; decide what plan of action feels most comfortable; craft a statement that contains all of the relevant information regarding the complaint; and make decisions about how to proceed.

Professional counselors are encouraged to report crimes to Security for the purpose of annual statistical compilation only, and if and when they deem it appropriate, to inform
individuals they are counseling of the procedures for reporting crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

For further information on confidential resources available to victims of sexual violence, as well as reporting options, please see the section of this report concerning sexual violence, domestic violence, dating violence and stalking.

**CALTECH’S RESPONSE TO CRIME REPORTS AND TIMELY WARNINGS**

Crimes are investigated by Security, and Security may distribute information regarding a crime within Caltech on a need-to-know basis, for review, discussion and/or follow-up action as deemed necessary.

Security maintains a web site at [http://www.security.caltech.edu](http://www.security.caltech.edu). Crime prevention information is available at the site, including personal safety tips, how to contact Security, information on Security escorts, as well as links to other sites for information concerning overall public safety, emergency planning, and reporting of all Title IX-related issues, including sexual harassment, sexual violence, stalking, domestic violence and dating violence.

**Timely Warnings**

Caltech will report to the campus community Clery-reportable crimes that are considered by Caltech to be an ongoing or continuing threat to students and employees.

Timely warnings are made to the Caltech community through Security Bulletins. Information is provided to the campus community in a manner that protects the privacy and confidentiality of individuals involved in the incident. Victims’ names and other identifying information are not disclosed.

Security Bulletins are promptly distributed to the entire Caltech community when crime patterns emerge and/or when the nature of an incident is such that the community needs to be informed of its occurrence to provide for a safer environment. The Security Bulletins include the circumstances surrounding the incident as well as information on how to minimize the chances of becoming a victim of a crime. Security Bulletins are distributed via e-mail, hard copy and posted to the Caltech Security web site. Extra patrols and additional personnel are utilized for Security when there is an apparent need. Anyone with information warranting a timely warning should report the circumstances to Security, by phone (626) 395-5000 or in person at the Security Dispatch center at 370 S. Holliston Avenue.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

**Emergency Management**

Caltech is dedicated to providing a safe and secure environment for its students, faculty,
staff, visitors and guests. Caltech is prepared to respond to emergency situations 24 hours a day, seven days a week. The Campus Emergency Management Plan (CEMP) outlines the Institute's emergency preparedness and response plan. The CEMP identifies activation procedures, command structure, communication protocols and response procedures for specific incidents that could affect the safety and wellbeing of members of the campus community. In any emergency, Caltech's first priority is the safety and well-being of its students, faculty, staff, visitors, and guests. The Institute's Campus Emergency Management Plan can be found at http://www.emergencypreparedness.caltech.edu/CEMP.

Community members can also obtain information on emergency communications, specific incident response procedures, training opportunities and resources on personal preparedness by visiting www.emergencypreparedness.caltech.edu.

Emergency Notification System & Procedures to Notify the Campus Community

The Institute has established procedures for disseminating emergency information to the community. Depending on the nature of the emergency, some or all of the following methods of communication may be activated in the event of emergency notification to the campus community: posting on the Caltech website http://caltech.edu recording information lines, mass electronic notifications known as Caltech Alerts, Caltech email system, social media; and in-person communications directly to the affected building occupants.

It is the policy of the Institute to immediately respond to emergencies, provide appropriate notification to the campus of the emergencies, and to evacuate the campus when appropriate. The goal is to ensure that individuals are aware of the situation and know what steps to take to safeguard their personal and community safety.

In the event that Security receives a report that there is a significant emergency or immediate threat on the campus, Security will immediately respond and investigate the report. The following procedures outline the process Caltech uses when issuing emergency notifications.

If Security becomes aware of an incident or other emergency situation that potentially poses an immediate threat to the health and/or safety of students or employees occurring on campus, the on-duty Security Supervisor will immediately attempt to notify the Chief of Security or the Director of Security Operations, and will confirm whether there is, in fact, an emergency situation that poses an immediate threat to the health and/or safety of some or all of the members of the campus community.

Upon confirming that there is an immediate threat to health or safety of students or employees occurring on campus, Security, the Institute's Incident Commander, or other Caltech authorized representative will, without delay, initiate all or some portions of Caltech's emergency notification system, in accordance with the Campus Emergency Management Plan. They will determine the appropriate segment or segments of the campus
community to receive the notification, and will determine the content of the notification based on the nature of the emergency. The content will include the nature of the emergency, and instructions to the community on appropriate actions to take.

Caltech will, without delay, and taking into account the safety of the community, after determining the content of the notification, initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist victim or to contain, respond to, or otherwise mitigate the emergency. In such case, Caltech may elect to delay issuing an emergency notification.

Enrolling in Caltech’s Electronic Emergency Notification System
The Institute encourages community members to maintain current emergency contact information, and list a primary cell phone number or local telephone in order to ensure that they are immediately notified of emergency information. Individuals can update their emergency contact information via the Caltech website https://access.caltech.edu.

Recorded information for parents of students can be received at 1-888-427-7512 and recorded information for employees can be received at 1-888-427-7465, including whether or not employees should come to work.

Emergency Response Exercises and Tests
Caltech performs campus-wide tests of the electronic notification system quarterly. In addition, the Institute conducts a campus-wide test of its emergency response and evacuation procedures on an annual basis. Additionally, exercises are conducted on a regular basis to test the response and capabilities of the Emergency Operations Center (EOC) and associated campus critical operations. These exercises are announced to the campus, at which time the nature of the exercise, date and time of the exercise, and information is provided to the community where emergency plans and evacuation procedures can be obtained.

One such drill is the annual participation in the state-wide “California Shake-Out” which is occurs in October. The exercise is conducted campus-wide to test Caltech’s emergency responders’ abilities to respond to campus emergencies based on a major earthquake. All members of the Caltech community, students, faculty, and staff, are advised of the drill and encouraged to participate in the drill.

Notification to the campus of the availability of emergency response and evacuation procedures is made on an annual basis to students, faculty, and staff. It is included in the notice that the Annual Security Report has been published. Emergency preparedness guidelines and plans are available at www.emergencypreparedness.caltech.edu and at http://security.caltech.edu/Emergency_Information.
CRIME LOG

Security maintains a daily log of all crimes ("crime log") reported to Security that occur within the Clery geography. The log includes the nature, date, time, and general location of each crime and the disposition of the complaint, if known. The most recent 60 days of crime log entries are available for review upon request at the Security Office located at 515 S. Wilson Avenue during regular business hours. Any portion of the crime log older than 60 days will be available within two business days of a request for public inspection.

Entries or additions to entries in the crime log are made within two business days of the information being reported to Security. Only information, the disclosure of which is prohibited by law, or which would jeopardize confidentiality, will be withheld.

The disclosure of the information is for the purpose of timely warnings to the community and statistical compilation, and does not contain information concerning victims or witnesses to the alleged crime.

PREPARATION OF THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Chief of Security is responsible for producing this Annual Security Report that includes crime statistics and information about campus crime prevention programs and policies, including information required by the Violence Against Women Reauthorization Act. Crime statistics are gathered by Security from security reports, information received from the Pasadena Police Department and other relevant police agencies, if applicable, and reports by Campus Security Authorities. Under very limited circumstances the Institute may remove reports of crimes that have been "unfounded" by the Pasadena Police Department or other law enforcement officials.

Crime statistics do not disclose any identifying information about a complainant, respondent or third parties.

Clery Geography
As required by the Clery Act, statistics are reported for Clery crimes that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings that Caltech owns or controls. See the Campus Map (Appendix (A)) for the boundaries of the campus.

Crime Definitions
The crime definitions and statistical information are located in Appendix (C) of this report.

Crimes covered by Title IX that are reported in the Annual Security Report include sexual assault, stalking, dating violence, and domestic violence.

Additionally, "hate crimes" are listed as such if they were motivated in whole or in part by the offender’s bias, which include a preformed negative opinion or attitude toward a group
of persons based on their race, national origin, religion, disability, sexual orientation, gender, gender identity, or ethnicity. Crimes that are reportable as hate crimes include murder and non-negligent manslaughter, negligent manslaughter, sex offenses including, rape, forcible fondling, incest, and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, a crime involving bodily injury, a crime involving larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Access
Caltech is an open campus. Security Officers are authorized to stop and question a person if the Security Officer (1) has a reasonable suspicion that the subject may have committed, may be involved in committing, or may be about to commit a crime; (2) believes that the subject may be a hazard to themselves, others or property; or (3) believes that the interview may have a proactive effect in the prevention of a crime or incident. Additionally, Security Officers are encouraged to provide information and assistance to all members of the Caltech community and its visitors and guests.

All academic buildings and on-campus undergraduate housing are controlled by electronic card keys. Access to undergraduate housing is locked 24 hours a day. Other buildings are normally locked after 5 p.m. and are unlocked after 5 a.m. Monday through Friday. Buildings remain locked 24-hours a day on weekends and holidays. However, upon request and subsequent approval from Division administrators and/or the Registrar’s office, buildings, labs and offices may be opened for meetings and classes. Students may be provided keys to use certain offices and labs.

Security Considerations in the Maintenance of Campus Facilities
Security regularly checks to make sure pathways are well lighted and egress lighting is working in hallways and stairwells, as well as ensuring the emergency egress is not blocked. Security takes immediate action to ensure that emergency egress is not blocked. Reports for maintenance issues such as lights not working are reported to the Facilities Maintenance Service Center for repair.

Security Officers are assigned to patrol the campus 24-hours a day, 7-days a week. Patrol areas include on-campus undergraduate housing areas, on-campus graduate housing, all campus buildings, and open areas on the campus. Off-campus housing owned by Caltech is also patrolled on a regular basis, 24-hours a day, 7-days a week but the Security Supervisor, or Lead Security Officer as assigned to the patrol security vehicle.

Student Housing
Students living in on-campus or Caltech-owned off-campus housing are provided with either a combination lock or key lock. Students are responsible for keeping their individual rooms or apartment locked. All members of the campus community are requested to report incidents such as theft and suspicious activity or persons to Security.
Security also regularly patrols off-campus, Caltech-owned housing and is available for escort to and from the campus upon request. Students who live off-campus are urged to be responsible for their personal safety in these dwellings. Off-campus residents are advised to call "911" in an emergency situation and immediately follow with a call to Security at 395-5000.

Security provides escorts to all members of the Caltech community, including those who live within a reasonable walking distance from the campus in both off-campus Caltech-owned and non-Caltech housing. The service is provided to and from the campus as well as to and from buildings and parking areas located on the campus.

**PROGRAMS TO INFORM ABOUT SECURITY PROCEDURES/PRACTICES AND ENCOURAGEMENT OF INDIVIDUAL RESPONSIBILITY FOR PERSONAL SAFETY**

Security maintains an ongoing exchange of information regarding crime trends on and near the campus. Crime prevention and personal safety tips are distributed periodically throughout the year to the entire Caltech community. Security presents crime prevention programs throughout the year to campus departments and divisions. Programs include Theft Prevention, Personal Safety, and Active Shooter drills. Security also employs an on-going program, the “Security Blanket” which provides an informal discussion with students, faculty and staff regarding personal safety, reporting incidents and suspicious activity to Security. A micro fiber towel (i.e. a “Security Blanket”) is given to the person(s) contacted which provides instructions to call extension 5000 in the event of an emergency on the campus and to call extension 4701 for routine reports and escorts.

New students and new employees receive an orientation presentation from Security. They are given crime prevention tips and methods of avoiding potential hazards in the community and provided with the “Be Alert Handbook” which is also available at [https://security.caltech.edu/documents/B-bealert062014.pdf](https://security.caltech.edu/documents/B-bealert062014.pdf).

The “Be Alert Handbook” has personal and property safety tips, emergency and other important telephone numbers, report procedures, the location of the Emergency Communication Center and Security office, parking regulations and a map of the campus showing the locations of the emergency telephone stations. Members of the Caltech community are also provided with personal safety and property security tips on an ongoing basis through the distribution of Security Bulletins via e-mail, hard copy, and at the Security website ([http://www.security.caltech.edu](http://www.security.caltech.edu)). Through these bulletins, members of the community are encouraged to be responsible for their safety/security and that of others.
VIOLENCE PREVENTION

It is the policy of the Institute to provide a safe and secure environment for all members of the Institute community by maintaining an environment of respect, providing conflict resolution processes, and by establishing preventative measures as well as providing assistance and support to victims. This policy specifically addresses the Institute’s commitment to prevent, reduce, and manage violence to provide a safe working and learning environment for its students, employees including faculty, postdoctoral scholars, and third parties engaged in any Institute activity. The policy is available at https://www.hr.caltech.edu/documents/186-pm34.pdf.

All members of the Institute community shall cooperate to maintain a safe environment.

SEXUAL MISCONDUCT

POLICIES

All members of the Caltech community have the right to be treated, and the responsibility to treat others, with dignity and respect. These principles are fundamental to the educational and intellectual mission of Caltech. Consistent with these principles, it is the policy of Caltech to provide a work and academic environment free of sexual misconduct. Sexual misconduct, which is prohibited by Caltech policy and Title IX, includes sexual harassment and sexual violence, including dating violence, domestic violence, sexual assault and stalking.

Caltech has comprehensive Unlawful Harassment and Sexual Violence policies, which are distributed annually to students, faculty and staff. The Unlawful Harassment policy can be found at https://hr.caltech.edu/documents/46-citpolicy_harassment.pdf and the Sexual Violence policy can be found at http://www.hr.caltech.edu/documents/48-citpolicy_sexual_violence.pdf.

Sexual Violence

Sexual violence is a form of sex discrimination and is prohibited by Title IX of the Education Code and other federal and state laws. Caltech will not tolerate sexual violence, and is committed to educating the community in ways to prevent its occurrence. Caltech’s Sexual Violence policy applies to all students, faculty, staff, postdoctoral scholars, volunteers, interns, vendors, independent contractors, visitors and any other individuals regularly or temporarily employed, studying, living, visiting, or otherwise participating in Caltech’s educational programs and activities or conducting business or having any official capacity with Caltech or on Caltech property. This policy applies to sexual violence occurring on Caltech property and at Caltech sponsored events and in Caltech programs that take place off campus.

No member of the Caltech community will be retaliated against for making a good-faith report of alleged sexual violence or for participating in an investigation, proceeding, or
hearing conducted by Caltech, or by a state or federal agency. Overt or covert acts of retaliation, reprisal, interference, discrimination, intimidation or harassment against an individual or group for exercising their rights under Title IX is unlawful. Retaliation against any member of the Caltech community for exercising their rights under Title IX or this policy is strictly prohibited. Caltech will take steps to prevent retaliation and will take prompt and appropriate corrective action if retaliation occurs. Individuals who violate this policy may be subject to disciplinary action up to and including termination or expulsion.

**Definitions**

**Sexual violence** is defined as physical sexual acts perpetrated forcibly and/or against a person's will, or where the person is incapable of giving consent. Sexual violence includes rape, sexual assault, sexual assault with an object, forced sodomy, statutory rape, forced oral contact, sexual battery, sexual coercion, sexual intimidation, and the threat of sexual assault. Sexual violence for purposes of this policy also includes sexual exploitation, stalking, domestic violence and dating violence. Sexual exploitation occurs when an individual takes sexual advantage of another for their own or another’s benefit or advantage.

**Stalking** is a course of conduct directed at an individual that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

**Dating violence** is any act of violence or threatened act of violence against a person who is (or has been) in a romantic or intimate relationship with the alleged perpetrator.

**Domestic violence** is violence committed by a current or former spouse, by a person with whom the victim shares a child, who is or has cohabited with the victim, or by any other person against an individual protected from that person’s acts under California’s domestic or family violence laws.

**Consent**

Consent is the affirmative, conscious, voluntary, informed, and uncoerced agreement through words and/or actions, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual activity. It is the responsibility of the initiator of the sexual activity, at each stage, to obtain effective consent. The use of intimidation, coercion, threats, force, or violence negates any consent obtained.

Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relationship between them, should never by itself be assumed to be an indicator of consent. Consent cannot be inferred from silence, passivity or lack of active resistance. Consent cannot be inferred from consent to a prior or different activity. If consent is revoked, the other party must immediately stop whatever sexual activity is occurring.
A person will not be considered to have given consent if he or she is incapable of making an intentional decision to participate in a sexual activity, including being unconscious or asleep; incapacitated by drugs, alcohol, or medication so that the complainant could not understand the fact, nature or extent of the sexual activity; or if they are unable to communicate due to a mental or physical condition. A person is considered to be incapacitated when that person lacks the ability to make informed, rational judgments and decisions to engage in sexual activity. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments.

Being intoxicated or otherwise impaired does not diminish one's responsibility to obtain consent. The question is whether or not the person who initiated the sexual activity knew, or whether a sober and reasonable person in the same position should have known, whether the other person gave effective consent.

**OPTIONS FOR IMMEDIATE ASSISTANCE & PRESERVATION OF EVIDENCE**

Because sexual violence may involve physical trauma and is a crime, you are urged to seek medical treatment as soon as possible. You are strongly encouraged to preserve all physical evidence of the assault. This may be needed to prove criminal sexual violence, or for obtaining a protective order. Do not shower, bathe, douche, eat, drink, wash your hands, or brush your teeth until after you have had a medical examination. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not clean or disturb anything in the area where the assault occurred.

Caltech also encourages you to seek immediate psychological and support/advocacy services provided by campus and/or community services. Campus Security and the Protective Services Division at JPL will help you contact on-campus resources, provide you with information regarding off-campus resources for advocacy, medical treatment, and forensic evidence collection, and will provide you with taxi voucher to access the off-campus resources.

**24-Hour a Day/7 Days a Week**

Campus Security

(626) 395-5000

JPL Protective Services Division

(818) 393-3333

(818) 354-3333

If you want Security to contact a confidential campus resource for you (or at JPL for the JPL Protective Services Division to contact the JPL after hours Employee Assistance
Program/Life Matters), you simply need to give them a number where the confidential resource can contact you. You do not have to provide your name or any information regarding the incident.

**Peace Over Violence** (24-hour emergency medical care and forensic services, counseling and psychotherapy, advocacy, and accompaniment services)
892 N. Fair Oaks Avenue, Suite D
Pasadena, CA 91103
(626) 584-6191
(626)793-3385 (24 hours)

**San Gabriel Medical Center** (for treatment and forensic evidence collection (the “rape kit”))
438 West Las Tunas Drive
San Gabriel, CA 91776
(626) 289-5454
Sexual Assault Response Team (SART) Hotline: (877) 209-3049 (24 hours)

**The Rape Treatment Center at Santa Monica-UCLA Medical Center**
(24-hour emergency medical care and forensic services (the “rape kit”))
(310) 319-4000
www.911rape.org

**Huntington Memorial Hospital Emergency Room** (24-hour emergency medical care)
100 W. California Blvd.
Pasadena, CA 91105
(626) 397-5112

**Pasadena Police Department**
207 N. Garfield Ave.
Pasadena, CA 91101
Call 911 for Emergency Response
Non-Emergency Response: (626) 744-4241

Note that medical providers (but not psychological counselors) in California are required to notify law enforcement when they receive a report of sexual assault.

**CONFIDENTIAL RESOURCES**

**General**
Members of the Caltech community may access the offices below for confidential support. Counselors and designated confidential advocates in these offices will listen and help identify options and next steps. They can also help you decide what plan of action feels most comfortable. Talking to any of these individuals does not constitute reporting an incident to Caltech. Although they are not involved in Caltech's formal response to an
incident, or possible legal action, staff members in each of these offices are available to provide support to a victim or accused as he or she moves through the steps related to either or both of these processes.

If a victim who speaks with a mental health professional or other confidential resource requests confidentiality, Caltech will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the person accused of sexual violence. A victim who at first requests confidentiality, may later decide to file a complaint with Caltech and/or report the incident to law enforcement. These mental-health professionals and confidential resources will provide the victim with assistance in filing a complaint if the victim wishes to do so.

**Mental-Health Professionals**

Mental-health professionals in the Student Counseling Center and the Staff and Faculty Consultation Center provide mental-health counseling to the campus community. The JPL Employee Assistance Program/Life Matters provides mental-health counseling to the JPL community. They will not report any information about an incident to the Title IX Coordinator unless requested by their client. They may report aggregate statistics (with no identifying information) for inclusion in Caltech’s Annual Security Report. They can be contacted 24 hours a day/7 days a week at:

- **For students:**
  - (626) 395-8331  Student Counseling Center
  - (626) 395-5000  after hours via Security

- **For faculty, campus staff, and postdoctoral scholars:**
  - (626) 395-8360  Staff and Faculty Consultation Center
  - (626) 395-5000  after hours via Security

- **For JPL employees:**
  - (818) 354-3680  JPL Employee Assistance Program (on site)
  - (800) 367-7474  JPL Employee Assistance Program/Life Matters (off site and after hours)
  - (818) 354-3333  after hours via JPL Protective Services Division
  - (818) 393-3333

**Other Campus Confidential Resources**

Designated confidential resources at the Caltech Center for Diversity and the Health Educator’s Office can generally talk to a victim without revealing any personally identifying information about an incident to Caltech. A victim can seek assistance and support from these individuals without triggering a Caltech investigation that could reveal the victim’s identity or that the victim has disclosed the incident.

While maintaining a victim’s confidentiality, the Caltech Center for Diversity and the Health Educator’s Office will report the nature, date, time and general location of an incident to the
**Title IX Coordinator.** This limited report, which includes no information that directly or indirectly identifies the victim, helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on- and off-campus so that coordinator can track patterns, evaluate the scope of the program and formulate appropriate campus-wide responses. These confidential resources may report aggregate statistics (with no identifying information) for inclusion in Caltech’s Annual Security Report.

- **Caltech Center for Diversity** (students, staff, and faculty): (626) 395-5772 or (626) 395-8108
- **Health Educator** (students): (626) 395-2961

**REPORTING TO CALTECH**

Any Caltech community member who has experienced sexual violence, whether by a stranger or non-stranger, is encouraged to immediately report the incident to Caltech as well as local law enforcement, and to seek assistance from a medical provider. Reports to Caltech and law enforcement may be pursued simultaneously.

Members of the Caltech community are encouraged to report sexual violence regardless of where the incident occurred, or who committed it. Even if Caltech does not have jurisdiction over the person accused of sexual violence, Caltech will still take prompt action to provide for the safety and wellbeing of the individual reporting and the campus community. Caltech will promptly investigate complaints to determine what occurred and take reasonable steps to remedy the effects of the sexual violence and prevent recurrence of the behavior. Caltech will provide assistance in notifying law enforcement if the individual who experienced sexual violence so chooses. An individual who has experienced sexual violence also has the right to decline to notify law enforcement or Caltech. Caltech has an obligation under State law to report incidents of sexual violence to law enforcement. Caltech will not report identifying information about the victim without the victim’s consent after being notified of his or her right to have personally identifying information withheld. If the victim does not consent to be identified, personally identifying information about the accused also will not be provided.

Caltech is required to take corrective action if a “Responsible Employee” knew or reasonably should have known about sexual violence. A Responsible Employee is a Caltech employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or whom a student or employee could reasonably believe has the authority or duty to do so. A list of Caltech Responsible Employees is available in the Sexual Violence policy at [http://www.hr.caltech.edu/documents/48-citpolicy_sexual_violence.pdf](http://www.hr.caltech.edu/documents/48-citpolicy_sexual_violence.pdf)

When an individual tells a Responsible Employee about an incident of sexual violence, the Responsible Employee must report to the Title IX Coordinator all relevant details about the
alleged sexual violence. Caltech is committed to protecting the privacy of all individuals involved in a report of sexual violence. All employees involved in the response to a report of sexual violence understand the importance of properly safeguarding private information. Caltech will make every effort to protect individuals’ privacy interests consistent with Caltech’s obligation to investigate reports made to Caltech. Caltech will not share information with law enforcement that identifies the victim without the victim’s consent.

**Requests for Confidentiality**
If a member of the Caltech community discloses an incident to a Responsible Employee but requests that his or her name not be used or requests that no investigation into a particular incident be conducted or that no disciplinary action be taken, Caltech must weigh the request against its obligation to provide a safe, non-discriminatory environment. The Title IX Coordinator or designee will evaluate all requests for confidentiality consistent with Caltech policy.

Caltech will take all reasonable steps to investigate or otherwise determine what occurred and respond to the complaint consistent with the request not to use the complainant’s name or request not to pursue an investigation or that no disciplinary action be taken, but its ability to do so may be limited based on the nature of the request by the complainant.

**Anonymous Reporting**
Although Caltech encourages victims to talk to someone, Caltech provides the following resources for anonymous reporting:

Campus Hotline (626) 395-8787 or (888) 395-8787
JPL Ethics Hotline (818) 354-9999
JPL Protective Services Division’s Workplace Violence Hotline (818) 393-2851
For either Campus or JPL by submitting a compliance HOTLINE CONTACT FORM

**Campus Security** can also receive anonymous reports of sexual violence at (626) 395-5000.

Contacting one of these anonymous reporting resources may trigger an investigation, and if you share personally identifying information, you will be notified if an investigation occurs.

**Notification of Law Enforcement**
Individuals who experience sexual violence are encouraged to notify local law enforcement. Caltech will provide assistance in reporting such incidents if the victim requests. Victims of sexual violence have the right not to notify law enforcement.

Caltech has an obligation under State law to report incidents of sexual violence to law enforcement. Caltech will not report identifying information about the victim without the victim’s consent after being notified of his or her right to have personally identifying information withheld. If the victim does not consent to be identified, personally identifying information about the accused also will not be provided.
PROCEDURES FOR INVESTIGATING COMPLAINTS OF SEXUAL VIOLENCE

All complaints of sexual violence will be handled promptly, fairly, thoroughly and impartially from the initial assessment through the resolution. These procedures are for the benefit of the Caltech community and do not apply in cases involving complainants and/or respondents who are not current Caltech students, faculty, staff, postdoctoral scholars, volunteers, and interns. When a complaint involves a third party who is not affiliated with Caltech, Caltech’s ability to investigate and take action against the person accused of sexual violence may be limited. However, in all cases, Caltech will conduct an inquiry into what occurred and take prompt action as is practicable to provide for the safety and well-being of the complainant and the campus community.

As used in this section on procedures, a complainant refers to the individual who is reported to be the subject of sexual violence. A respondent refers to the individual who reportedly committed the sexual violence. A third party refers to any other participant in the process, including a witness to the incident or an individual who makes a report on behalf of someone else.

Interim Measures
Upon receipt of a report of sexual violence, Caltech will take prompt measures to protect the rights of both the complainant and the respondent as appropriate. Caltech will immediately assess whether there is a threat to the complainant and/or other members of the community and will take steps necessary to address such risk. These steps may include interim safety measures to provide for the safety of individuals and the campus community. Interim safety measures, administrative changes and/or academic changes can be made at any stage in the process to protect the rights of either party. They will be made by the appropriate administrators. If a complainant wishes to seek a temporary restraining order or similar judicial order, Caltech will help the complainant with that process.

Filing a Complaint
A member of the Caltech community who wishes to report sexual violence should do so as soon as possible after the assault, although reports (hereinafter “complaints”) may be made at any time. Complaints can be made orally or in writing. Complaints should be brought to the attention of one of the following individuals or other Responsible Employees listed in the policy.

Title IX Coordinator
Felicia Hunt
Phone: (626) 395-3132
E-mail: TITLEIXCOORDINATOR@CALTECH.EDU
Office: 230 Center for Student Services
Deputy Title IX Coordinator for faculty
Melany Hunt
Phone: (626) 395-4241
E-mail: HUNT@CALTECH.EDU
Office: 265 Gates-Thomas

Deputy Title IX Coordinator for staff and postdoctoral scholars
Susan Conner
Phone: (626) 395-5930
E-mail: SUSAN.CONNER@CALTECH.EDU
Office: 206 Central Engineering Services

Deputy Title IX Coordinator for JPL
Melissa Arredondo
Phone: (818) 354-2983
E-mail: MELISSA.A.ARREDONDO@JPL.NASA.GOV
Office: Human Resources T1720

**Initial Title IX Assessment**
For every report of sexual violence, Caltech’s Title IX Coordinator will make an initial assessment of the complaint which will include an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the complainant and the campus community.

The complainant will be provided with information on the complainant’s rights and options under the Institute’s Sexual Violence policy and these procedures, written materials about the availability of, and contact information for, on- and off-campus resources and services, and coordination with law enforcement. The need for and types of interim measures also will be discussed.

The Title IX Coordinator may also meet with the respondent and other relevant parties as part of the initial assessment. If the Title IX Coordinator meets with the respondent, he or she will be provided with information on the respondent’s rights and options under the Institute’s Sexual Violence policy and these procedures, and written materials about the availability of, and contact information for campus resources and services.

The initial assessment will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made and an appropriate approach to resolution can be determined. Thereafter, the Title IX Coordinator may refer the complaint for formal investigation, administrative resolution or other appropriate disposition, depending on a variety of factors.

Caltech will investigate reports of sexual violence consistent with its obligations under applicable law. For complaints solely covered by Title IX, the Title IX Coordinator will seek consent from the complainant to proceed with a formal investigation or an administrative
resolution. If the complainant requests confidentiality or asks that the complaint not be pursued, Caltech will still take all reasonable steps to investigate or otherwise determine what occurred and respond to the report. If the complainant refuses to have his/her name disclosed to the respondent, the Title IX Coordinator will explain that Caltech’s ability to investigate and respond may be limited. If the complaint includes allegations that may constitute a possible crime, the Title IX Coordinator will notify the complainant of his/her right to file a criminal complaint or to choose not to notify law enforcement.

**Administrative Resolution**
The Title IX Coordinator, with the complainant’s and the respondent’s agreement, may offer the opportunity to resolve the sexual violence complaint by Administrative Resolution. Administrative Resolution provides an opportunity for the respondent to accept responsibility for his or her alleged conduct and proceed to a resolution without a formal investigation.

If the Administrative Resolution option is agreed to by the complainant, the Title IX Coordinator will meet with the respondent to review the allegations. The Title IX Coordinator will provide the respondent with information on the respondent’s rights and options under the Institute’s Sexual Violence policy and these procedures, and written materials about the availability of, and contact information for campus resources and services. The Title IX Coordinator will offer the respondent the opportunity to resolve the complaint by Administrative Resolution by accepting responsibility for the alleged conduct. If the respondent elects to acknowledge that the alleged conduct occurred and takes responsibility for the alleged sexual violence, the respondent will sign a written acknowledgement and the matter will be referred to the appropriate Caltech official for a decision concerning sanctions and any other remedial action that may be appropriate. The complainant and respondent will both be notified simultaneously in writing of the resolution, including any sanctions against the respondent. Either party may appeal the sanction imposed.

If the respondent contests responsibility for the alleged conduct, the Administrative Resolution process will be concluded and the case will be referred for Formal Investigation or other resolution as appropriate.

**Formal Investigation**
Detailed procedures that apply with respect to complaints referred for Formal Investigation are set forth in Caltech’s [Procedures for Responding to and Resolving Complaints of Sexual Violence at Caltech](#). A summary of key elements of the process is provided below:

- All parties may have an advisor of their choice accompany them when reporting, or responding to, allegations of sexual violence. The advisor may not speak on behalf of the party he or she is accompanying.

- Investigators will be trained regularly in issues related to sexual violence and how to conduct an investigation process that protects the safety of all involved and promotes
accountability. Caltech will typically use a team of two investigators, though an individual, a committee or an outside consultant may conduct the investigation. The investigators chosen must be impartial and free of any conflict of interest.

- The complainant and respondent will be informed of the relevant procedures, and may object to the investigator(s) by notifying the appropriate Caltech official in writing.

- The investigator(s) will use a preponderance of the evidence standard in making their determination. A preponderance of the evidence means that it is more likely than not that the incident occurred.

- Within a reasonable length of time after the complaint has been filed, the respondent will be notified of the nature of the complaint, and an investigation will begin. If interim measures are needed to protect the rights of the complainant and/or respondent during the investigation, the appropriate administrators shall see that they are made.

- The investigation will be treated as private to the extent possible and all parties will be advised to maintain privacy. Caltech administrators will be informed on a need-to-know basis. Caltech will make reasonable and appropriate efforts to preserve the complainant’s and respondent’s privacy and protect the confidentiality of information.

- The complainant and respondent will be given equal opportunity to present their cases separately to the investigator(s), to suggest others who might be interviewed, and to present other evidence. The investigator(s) can, if appropriate, interview other parties to reach findings and conclusions.

- All parties who participate in investigative interviews may submit written statements.

- Both parties will be kept informed of the status of the investigation.

- Complaints will be investigated and resolved within a reasonably prompt time frame after the complaint has been made, generally within 60 days (not including any appeal), though this time frame may be extended depending on factors, including but not limited to, the complexity of the case.

- Extensions of time, and other exceptions to or modification of these procedures can be made by the Title IX Coordinator, Provost, Dean or Associate Deans, Associate Vice President for Human Resources, or Director for Human Resources at JPL, if required for fairness or practical necessity. Exceptions must be made in writing and notice provided to both the complainant and respondent, which notice will include the reason for the extension, exception or modification.
RESOLUTION

Decision
The investigator(s) will provide a report with their findings and conclusions regarding the charges to the Provost, relevant Dean, Executive Director of Human Resources, or Director for Human Resources at JPL, as appropriate, for decision.

Sanctions
Individuals who have been found to have violated Caltech’s policy on sexual violence may be subject to disciplinary action. Discipline can include, but is not limited to, the following:

- Verbal counseling or warning/training
- A formal written warning placed in the respondent’s file
- Suspension of the right to accept new graduate students or postdoctoral scholars
- Transfer of advisees
- Removal from positions of administrative responsibility
- Removal from student housing
- Removal from a supervisory position
- Enforced leave of absence/suspension
- Termination of employment
- Expulsion/permanent dismissal

If the respondent was found not to have violated Caltech’s policy on sexual violence, but the investigation concluded that he or she violated another Caltech policy, or committed some other wrongful or improper act, appropriate corrective action will be taken.

Appeals
Appeals must be in writing and submitted within thirty (30) days of notification of the decision. Appeals of decisions resulting from the Formal Investigation process must be on the grounds that a procedural error occurred that significantly affected the outcome of the investigation, there is new and relevant evidence that was unavailable at the time of the investigation that could substantially impact the original findings, or the sanction is substantially disproportionate to the findings. Appeals of decisions resulting from the Administrative Resolution process must be made on the grounds that the sanction is substantially disproportionate to the acknowledged conduct. The complainant and the respondent simultaneously will be informed, in writing, of the outcome of the appeal. Appeal decisions are final.

Faculty complainants or respondents may appeal the decision to the Provost; staff and postdoctoral scholars may appeal to the Associate Vice President for Human Resources or designee; students may appeal to the Vice President for Student Affairs or designee; and JPL employees may appeal to the Director for Human Resources at JPL or designee.

Appeals by a faculty member of decisions or actions by the Provost that affect academic freedom and tenure can be made to the Faculty Committee on Academic Freedom and
Tenure, as indicated in Chapter 4 of the Faculty Handbook.

**Further Complaints**
If any retaliatory action occurs, the complainant should immediately notify the Title IX Coordinator or a Deputy Coordinator, or, for campus, the Provost or Division Chair, Dean or Associate Dean, EOD Director; or for JPL, the Director for Human Resources at JPL. In such cases, the complainant has the right to file another complaint.

**PROGRAMS TO PROMOTE AWARENESS AND PREVENTION OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING**

Sexual violence awareness and prevention programs, bystander intervention programs and risk reduction programs are presented to incoming students by the offices of the Dean of Students (undergraduate) and Dean of Graduate Studies (graduate). Human Resources provides Awareness and Prevention programs to incoming employees and new faculty by Employee Relations (faculty and staff). In addition, Caltech requires that any employee who is responsible for directing or supervising other Caltech employees or evaluating the work of students participate in training regarding unlawful harassment, including sexual harassment and Title IX, at least once every two years.

Caltech’s Title IX Coordinator works in conjunction with these offices and others to provide on-going awareness and prevention programs, bystander intervention programs and risk reduction programming to current students, staff and faculty. These programs reinforce Caltech’s policy that sexual violence in any form including sexual assault, dating violence, stalking, or domestic violence will not be tolerated and provide information on: reporting of sexual violence and the options for reporting, including reporting to Caltech authorities or local law enforcement; what constitutes consent; safe and positive options that a bystander can take when they witness potential domestic violence, dating violence, sexual assault, or stalking; and how to recognize risks and warning signs of potential violence.

In addition, the Caltech Center for Diversity provides on-going programs that heighten the community’s awareness in the prevention of sexual violence on the campus. The programs include presentations focused on sexual violence, dating violence, stalking, and domestic violence.

A listing of the programs presented is in Appendix (B).

**REGISTERED SEX OFFENDERS**

Information concerning registered sex offenders as required under the California Penal Code Sections 290 and 290.01 can be obtained from the Pasadena Police Department, 201...
POLICY REGARDING ALCOHOL AND DRUG USE AND ENFORCEMENT

Caltech is committed to providing a safe, healthy, and productive work and academic environment for all its faculty, staff, postdoctoral scholars and students. Consistent with the requirements of the Drug Free Workplace Act of 1988, the Drug Free Schools and Communities Act Amendments of 1989 and State law, Caltech’s Substance Abuse policy prohibits the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs or alcohol on Institute premises. All members of the Caltech community are required to comply with all aspects of the policy. Caltech distributes a copy of this policy to all faculty, staff, postdoctoral scholars and students on an annual basis.

Sanctions

As set forth in Caltech’s Substance Abuse policy, Caltech will impose sanctions on individuals and organizations that violate the Institute’s policy on Substance Abuse. These sanctions will be consistently enforced and penalties will depend on the severity of the offense. Penalties can include employment termination and student suspension or expulsion from the Institute and referral for prosecution for the most serious violations of the law and this policy. Disciplinary action may be invoked entirely apart from any civil or criminal penalties that the faculty, staff, and students might incur.

In addition, pursuant to federal law, a student’s eligibility for federal financial aid may be suspended if the student is convicted, under federal or state law, of any offense involving the possession or sale of illegal drugs. Any such suspension of eligibility begins on the date of conviction and may be for one year or more, depending upon the number and type of convictions. A student may regain eligibility by completing a drug rehabilitation program that meets certain statutory and regulatory requirements or by having the conviction overturned. Further information concerning these provisions may be obtained upon request from the Caltech Financial Aid Office. Their web site is http://www.finaid.caltech.edu.

Local, State, and Federal Legal Sanctions

Local, state, and federal laws establish severe penalties for violations of drug and alcohol statutes. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that federal laws have established penalties for illegally distributing drugs to include life imprisonment and fines in excess of $1,000,000. Some examples of local or state laws are as follows.
• Unlawful possession of a narcotic drug is punishable by imprisonment in the state prison.

• The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.

• It is illegal to provide alcohol to a person under the age of 21.

• Serving alcohol to an intoxicated person is prohibited.

• Selling any alcoholic beverages, except under the authority of a California Alcoholic Beverage Control License, is prohibited.

**Drug and Alcohol Abuse Programs**

Caltech recognizes that substance abuse is a serious problem that can affect all aspects of society, including the workplace and academia. Substance abuse can seriously hamper productivity and efficiency; impair job and academic performance; jeopardize the safety of the abuser, other members of the Caltech community, and the public; threaten security; and pose serious physical and psychological health risks to the abuser.

The primary focus of the Institute’s substance abuse prevention program is education and counseling.

Caltech has a drug and alcohol awareness program to educate faculty, staff, postdoctoral scholars and students about:

Caltech’s substance abuse policy;

1. The dangers of drugs and alcohol in a work and academic environment.

2. Faculty, staff, postdoctoral scholar and student assistance programs; and

3. Disciplinary action that may be imposed on faculty, staff, postdoctoral scholars and students for violations of this policy.

Caltech’s Staff and Faculty Counseling Center and Student Counseling Center provide information, evaluation, counseling, and referral services to members of the Caltech community seeking help with personal, emotional, substance abuse or chemical dependency problems. To take advantage of these resources, contact the appropriate office listed below:

• Students: Counseling Center (1239 Arden Road), extension 8331 or The Health Educator at extension 2961

• Staff & Faculty: Staff and Faculty Consultation Center (SFCC) 315 S. Wilson Avenue (rear building) extension 8360
MISSING STUDENT NOTIFICATION

The following procedures have been established to assist in locating Caltech students living in Caltech owned on-campus housing who, based on the facts and circumstances known to Caltech, Caltech has determined to be missing for 24 hours.

Caltech takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Caltech students living in Caltech on-campus housing who, based on the facts and circumstances known to Caltech, Caltech has determined to be missing.

At the beginning of each academic year, Caltech will provide students with information about its missing student notification procedures for students who reside in on-campus student housing facilities.

The information will include the following:

1. Students have the option of identifying an individual to be contacted by Caltech within 24 hours after the time the student has been determined to be missing.
2. Undergraduates can register their confidential contact information with the Dean of Students Office and graduates can register it with the Office of Graduate Studies. This information will be accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in a missing person’s investigation. If a student chooses not to provide a confidential contact and is deemed to be missing, Caltech will notify the student’s emergency contact or parent.
3. If the student is under 18 years of age, and not an emancipated individual, Caltech is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to any additional contact person designated by the student.
4. Caltech will notify the appropriate law enforcement agency within 24 hours after the time that the student is determined to be missing.
5. If Caltech Security or law enforcement personnel has been notified and subsequently makes a determination that a student who is the subject of a missing person report has been missing for 24 hours and has not returned to campus, Caltech will initiate the emergency contact procedures in accordance with the student’s designation.

Caltech will follow this notification procedure for a missing student who resides in on-campus housing.

1. Any faculty, staff or student who believes a student is missing or has been missing for 24 hours, must immediately notify Security. Once Caltech receives this missing student report, Security will notify the following offices and administrators:
a. Vice President of Student Affairs and the Deans
b. Assistant Vice President for Housing & Dining, the Master of Student the Senior Director Student Activities and Programs.

2. Any official missing person report relating to this student shall be immediately referred to Security.

3. If Security, after investigating the report, determines that a student has been missing for 24 hours, Caltech will contact the individual identified by the student, the custodial or legal guardian if the student is under 18 and not emancipated and local law enforcement within 24 hours.

The full text of the Missing Student Policy and Procedure can be found at: [https://studaff.caltech.edu/documents/4-missing_student_policy.pdf](https://studaff.caltech.edu/documents/4-missing_student_policy.pdf).

**FIRE SAFETY**

The Annual Fire Safety Report is published by the California Institute of Technology Environmental Health and Safety Office. It is available at [Fire Right to Know Annual Report](https://fire.righttoknow.caltech.edu).
## Table 1. Overview of Diversity Center Sponsored Programs Addressing Title IX and the Violence Against Women Act (VAWA) for the 2014 Academic Year.

<table>
<thead>
<tr>
<th>Program Date</th>
<th>Focus (E→bulling, SA→Sexual Assault, IPV→intimate partner violence and/or Domestic violence)</th>
<th>Event Title</th>
<th>Event Facilitator/Training Provider</th>
<th>Intended Audience (All-Campus wide)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1/15/IPV/DV</td>
<td>Self Defense</td>
<td>Peace Over Violence</td>
<td>Women Only</td>
</tr>
<tr>
<td>2</td>
<td>1/15/IPV/DV</td>
<td>Self Defense</td>
<td>Peace Over Violence</td>
<td>Women Only</td>
</tr>
<tr>
<td>3</td>
<td>IPV/DV</td>
<td>Lunch Discussion with Sex Nard Sandra</td>
<td>Healthy Sexuality</td>
<td>Sandra Daughtry, Sex Educator</td>
</tr>
<tr>
<td>5</td>
<td>IPV/DV</td>
<td>Healthy Sexuality/Education</td>
<td>Planned Parenthood</td>
<td>All</td>
</tr>
<tr>
<td>6</td>
<td>IPV/DV</td>
<td>Bystander Intervention</td>
<td>Training and Education</td>
<td>Peace Over Violence</td>
</tr>
<tr>
<td>March</td>
<td>3/4/IPV/DV</td>
<td>Sex and Sisterhood</td>
<td>Licensed Therapist/Past Thea Manyaw</td>
<td>All</td>
</tr>
<tr>
<td>April</td>
<td>IPV/DV</td>
<td>SafeZone Training</td>
<td>Jamie Grosser, Nationally known SafeZone Ally</td>
<td>Students</td>
</tr>
<tr>
<td>4</td>
<td>IPV/DV</td>
<td>SafeZone Training</td>
<td>Jamie Grosser, Nationally known SafeZone Ally</td>
<td>Students</td>
</tr>
<tr>
<td>5</td>
<td>IPV/DV</td>
<td>The Clothesline Project</td>
<td>Santa Monica Rape Treatment Center/UCLA Medical Center</td>
<td>All</td>
</tr>
<tr>
<td>6</td>
<td>IPV/DV</td>
<td>&quot;New Formulations of Family, Intimacy, Sex and Gender&quot;</td>
<td>Professor Jack Halberstam, University of Southern California</td>
<td>All</td>
</tr>
<tr>
<td>9</td>
<td>1/15/IPV/DV</td>
<td>Take Back the Night</td>
<td>CCO and Health and Counseling Center</td>
<td>All Students only</td>
</tr>
<tr>
<td>9, 10</td>
<td>IPV/DV</td>
<td>Denim Day</td>
<td>Peace Over Violence</td>
<td>All</td>
</tr>
<tr>
<td>10</td>
<td>IPV/DV</td>
<td>SafeZone Ally Training</td>
<td>Jamie Grosser, Nationally known SafeZone Ally</td>
<td>Staff and Faculty</td>
</tr>
<tr>
<td>11</td>
<td>IPV/DV</td>
<td>The Safe Response to Stalking</td>
<td>Peace Over Violence</td>
<td>All</td>
</tr>
<tr>
<td>15</td>
<td>IPV/SA</td>
<td>Intimate Partner Violence</td>
<td>Jesse Corral, Peace Over Violence</td>
<td>All</td>
</tr>
<tr>
<td>16, 17</td>
<td>IPV/SA</td>
<td>Bystander Intervention</td>
<td>LaRonda Coleman, Santa Monica Rape Treatment Center/UCLA Medical Center</td>
<td>Grad Students</td>
</tr>
<tr>
<td>October</td>
<td>10/IPV/SA</td>
<td>Consent Talks: What is Consensual Sex?</td>
<td>Calliope Staff Organized by the Dean of Students</td>
<td>All Freshman</td>
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<tr>
<td>14, 15</td>
<td>IPV/SA</td>
<td>SafeZone Ally Training</td>
<td>Jamie Grosser, Nationally recognized SafeZone Ally</td>
<td>Staff and Faculty</td>
</tr>
<tr>
<td>16</td>
<td>IPV/SA</td>
<td>Dating 101: &quot;Staying in the Game&quot;</td>
<td>Healthy Sexuality</td>
<td>Sandra Daughtry, Sex Educator</td>
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<tr>
<td>20</td>
<td>IPV/SA/DV</td>
<td>Domestic Violence and Intimate Partner Violence Prevention (the warning signs)</td>
<td>Peace Over Violence</td>
<td>All</td>
</tr>
<tr>
<td>November</td>
<td>1/IPV/SA</td>
<td>&quot;Dating 201: Staying in the Game&quot;</td>
<td>Healthy Sexuality</td>
<td>Sandra Daughtry, Sex Educator</td>
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<tr>
<td>9</td>
<td>IPV/SA/DV</td>
<td>Title IX Talks with the RAs</td>
<td>CLD and Felicia Hunt</td>
<td>Resident Associates (RAs)</td>
</tr>
<tr>
<td>14</td>
<td>IPV/SA/DV</td>
<td>Stop Kiss</td>
<td>Flag at the Pasadena Playhouse/A bi/rain couple is violently assaulted after first kiss</td>
<td>All (Housing governed by lottery with students as a priority)</td>
</tr>
<tr>
<td>December</td>
<td>8/IPV/SA</td>
<td>Alien</td>
<td>Transgender Health</td>
<td>All</td>
</tr>
</tbody>
</table>
Appendix B

Narrative Overview

Program Criteria and Program Descriptions

(KEY: DV= dating & domestic violence, SA=sexual assault, S=stalking, IPV=intimate partner violence)

Self Defense Workshops:

Assault prevention begins with education. Participants will learn the latest statistical information and discuss widely-held myths & misconceptions about sexual assault. Participants will learn how to maintain awareness of their daily environment and decrease their risk for being targeted. Presented by Peace Over Violence. SA, S

The Clothesline Project:

The Clothesline Project addresses the issue of violence against women by providing a vehicle for women to express their emotions by decorating a shirt to tell their personal stories of abuse. The t-shirts are hung on clotheslines, creating a powerful, visual representation of the prevalence and impact of sexual violence and abuse. The display represents the voices of survivors who refuse to be silenced. The Clothesline Project was started in 1990 by the Cape Cod Women’s Agenda. La Shonda Coleman, Coordinator of College Campus Outreach at the Rape Treatment Center in Santa Monica-UCLA Medical Center, was available to provide resources and speak with members of the Caltech community. SA, S, DV, IPV

Denim Day Activities:

In 1999, the Italian High Court overturned a rape conviction because the victim was wearing tight jeans at the time of the assault. The justices stated that the victim must have helped her attacker remove her jeans, from which they inferred consent. People all around the world were outraged. Wearing jeans on this anniversary became an international symbol of protest against erroneous and destructive attitudes about sexual violence. Every year since 1999, Peace Over Violence (formerly the Los Angeles Commission on Assaults Against Women) has organized Denim Day in LA and USA. It is a sexual violence prevention and education campaign where community members, elected officials, businesses and students are encouraged to make a social statement with their fashion statement by wearing jeans as a visible means of protest against misconceptions that surround sexual violence. For more info, visit http://denimdayusa.org/about/history/. S, SA

Title IX Training for Resident Associates:
The Center for Diversity staff participated in the annual training for new and returning Resident Associates (RAs) to give them an overview of the Center for Diversity’s programs and services, with special emphasis on the confidential support around sexual violence. RAs had the opportunity to act out scenarios for feedback and discussion. S, SA, IPV, DV

“What is Consent?”:

The staff of the Center for Diversity participated as facilitators during new student orientation for undergraduate students. Participants discussed how to engage in healthy relationships through open communication and the concept of consent. SA, IPV

“DATING 101& 201:

“Getting in the Game” and “STAYING IN THE GAME” PRESENTED BY SEX NERD SANDRA – (a workshop for undergrad students only North Houses: 7:30PM, South Houses: 9PM, Avery/MB/OC- Pick your favorite time). In under an hour, she will cover how to negotiate sex, cultivate physical & emotional safety and execute effective pleasure techniques. Listen to Sex Nerd Sandra's podcast, which has earned a top spot on iTunes: http://www.nerdist.com/tag/sex-nerd-sandra/

About Sex Nerd Sandra: http://sexnerdsandra.com
"Sandra Daugherty punches sexual shame in the face. The sex educator is a firm believer in the right to healthy intimate experiences and the skills that get us there. Sandra is known the world over for her podcast, “Sex Nerd Sandra.” At once irreverent and educational, the show has earned a top spot on iTunes. Its loyal listenership (over 7 million downloads) is vocal about Sandra’s impact, describing her as “inspiring” with “contagious enthusiasm” and an “awesome nerd-like ability that [she’s] not afraid to show.” Her weekly podcast has run since 2011 under the Nerdist Industries banner with no end in sight.” S, IPV, DV

Stop Kiss Theatre Event:

“STOP KISS” & PRE-SHOW RECEPTION
“STOP KISS“ was originally produced Off-Broadway at The Public Theater, with a cast including Sandra Oh and Jessica Hecht. This critically acclaimed play received the GLAAD Media Award for Best New York Production.

STOP KISS tells the story of Sara and Callie, who are walking through New York City's West Village late at night when they share their first kiss. This leads to a vicious attack by an angry bystander that leaves Sara horribly injured. Throughout STOP KISS, relationships are explored, formed, and even ended. Diana Son elaborates on the depths of human emotion and compassion. For more about the play, visit http://www.pasadenaplayhouse.org/box-office/mainstage/stop-kiss.html. S, SA.

Domestic/Intimate Partner Violence Prevention Training:

Domestic violence and emotional abuse are behaviors used by one person in a relationship to control the other. Partners may be married or not, come from any sexual orientation, live together, are separated or dating. Parties in the relationship may also be immediate family
Appendix B

members or distant relatives. The violence takes many forms and can happen all the time or once in a while. Power and control may be exerted through physical, verbal, psychological, economic and/or sexual abuse. It may involve intimidating and/or frightening someone through threats or beating and may occur repeatedly, over a period of time, or just once. Learn about the cycle of violence, how to identify warning signs of a troubled and abusive relationship, and hear from a survivor about her personal experience. Presented by Peace Over Violence. SA, IPV, DV

Safe Zone Ally Training:
The Safe Zone Ally Program is a network of Caltech students, faculty, and staff who are visibly supportive of Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning, Pansexual, Asexual, and Intersex students and of all individuals regardless of sexual orientation and gender identity. Safe Zone exists to provide LGBTQ students a simple way to identify administrators, faculty, staff, and students who are allies and have been trained to approach concerns in a confidential, non-judgmental, and affirmative manner. SA, DV, IPV

Bystander Intervention Training:
Have you ever been concerned about a situation and wanted to help…but didn’t? You are not alone. This scenario is more common than you might think and is known as the bystander effect. This training will focus specifically on bystander intervention as a strategy for preventing sexual violence. Learn strategies to effectively prevent sexual violence, including naming and stopping situations that could lead to sexual violence before it happens, stepping in during an incident, and speaking out against ideas and behaviors that support sexual violence. SA, DV

Planned Parenthood Presentation:
Learn how to navigate relationships and safer sex, and also hear about the range of programs and services offered by Planned Parenthood. SA, IPV, DV

Take Back the Night Event:
Take Back the Night is an annual march and rally to protest sexual assault and other forms of sexual violence. The CCD is working with the Feminist Club to plan Take Back the Night in April, which is Sexual Assault Awareness Month. SA, DV, IPV
### Title IX 2014 Training Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Description</th>
<th>Audience</th>
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<tbody>
<tr>
<td>January 10</td>
<td>Teaching Assistant Training</td>
<td>Title IX, Policies, Resources, Reporting options, how to handle concerns from students in the TA role</td>
<td>Undergraduate and Graduate Teaching Assistants</td>
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<tr>
<td>January 16</td>
<td>Teaching Assistant Training</td>
<td>Title IX, Policies, Resources, Reporting options, how to handle concerns from students in the TA role</td>
<td>Undergraduate and Graduate Teaching Assistants</td>
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<tr>
<td>January 14</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
<td>Staff</td>
</tr>
<tr>
<td>January 14</td>
<td>Title IX Training for Deans and Directors</td>
<td>Policies, resources, reporting options, responsible employee training</td>
<td>Staff</td>
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<tr>
<td>January 21</td>
<td>Training for Residential Life Coordinators and Graduate Residential Life Associates re: Title IX and Graduate students</td>
<td>Policies, resources, reporting options, responsible employee training</td>
<td>Staff and Grad Students</td>
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<td>January 24</td>
<td>Title IX Committee Meeting</td>
<td>Training on new compliance measures and training for responsible employees</td>
<td>Staff, Grad Students, Postdoc representative</td>
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<tr>
<td>February 6</td>
<td>SaVE Act Meeting</td>
<td>Training for employees about expectations under the SaVE Act</td>
<td>Staff</td>
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<tr>
<td>February 10</td>
<td>Faculty Board Meeting</td>
<td>Training for faculty board on Title IX, reporting, rep</td>
<td>Faculty</td>
</tr>
<tr>
<td>February 11</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX, policy review, SaVE Act, Clery, Responsible employee training</td>
<td>Staff</td>
</tr>
<tr>
<td>February 11</td>
<td>Title IX Committee Lunch</td>
<td>Update on conversations and activities, trainings, including training on SaVE Act.</td>
<td>Staff, faculty, Students, Postdocs</td>
</tr>
<tr>
<td>February 20</td>
<td>Investigator Training</td>
<td>Continuing education on role</td>
<td>Staff</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Description</td>
<td>Audience</td>
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<td>------------</td>
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<tr>
<td>February 25</td>
<td>Title IX presentation to the GSC</td>
<td>Policies, resources, reporting options, bystander education and alcohol awareness, consent</td>
<td>Students</td>
</tr>
<tr>
<td>March 11</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
<td>Staff</td>
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<tr>
<td>Match 11</td>
<td>Title IX Training for option representatives</td>
<td>Title IX, Policies, Resources, Reporting options, faculty responsibilities</td>
<td>Faculty</td>
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<tr>
<td>March 14</td>
<td>Title IX Undergraduate meeting</td>
<td>Policies, resources, reporting options, bystander education and alcohol awareness, consent</td>
<td>Students</td>
</tr>
<tr>
<td>March 31</td>
<td>Title IX Training and updates for Athletics</td>
<td>Policies, resources, reporting options, responsible employee training</td>
<td>Staff</td>
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<tr>
<td>April 3</td>
<td>Title IX Training for Dining, Housing Staff</td>
<td>(English) overview, policies, reporting</td>
<td>Staff</td>
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<tr>
<td>April 8</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
<td>Staff</td>
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<tr>
<td>April 9</td>
<td>Title IX training for Dining, Housing, Store employees</td>
<td>(Spanish) overview, policies, reporting</td>
<td>Staff</td>
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<tr>
<td>April 10</td>
<td>Graduate Student Title IX meeting</td>
<td>Policies, resources, reporting options, bystander education and alcohol awareness, consent</td>
<td>Students</td>
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<tr>
<td>April 10</td>
<td>Teaching Assistant Training</td>
<td>Title IX, Policies, Resources, Reporting options, how to handle concerns from students in the TA role</td>
<td>Undergraduate and Graduate Teaching Assistants</td>
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<tr>
<td>April 11</td>
<td>Title IX Training for Athletic leaders and captains</td>
<td>Policies, resources, reporting options, bystander education and alcohol awareness, consent</td>
<td>Students and Staff</td>
</tr>
<tr>
<td>April 23</td>
<td>Teaching Assistant Training</td>
<td>Title IX, Policies, Resources, Reporting</td>
<td>Undergraduate and Graduate Teaching</td>
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</table>

Appendix B
## Appendix B

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Topics</th>
<th>Audience</th>
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<tbody>
<tr>
<td>April 28</td>
<td>Title IX talk for ISP</td>
<td>Policies, resources, reporting options, bystander education and alcohol awareness, consent</td>
<td>Students and Staff</td>
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<tr>
<td>April 29</td>
<td>Title IX Presentation to Faculty and Postdocs Matters Group</td>
<td>Overview and responsibility to report</td>
<td>Staff</td>
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<tr>
<td>May 13</td>
<td>Peer training for sexual assault and peer educators</td>
<td>Policies, resources, how to help a friend, reporting options, bystander education and alcohol awareness, consent</td>
<td>Students</td>
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<tr>
<td>May 13</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
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<tr>
<td>May 15</td>
<td>Title IX Advisory Board meeting</td>
<td>Policies, resources, how to help a friend, reporting options, bystander education and alcohol awareness, consent</td>
<td>Students</td>
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<tr>
<td>May 20</td>
<td>Peer Sexual Assault Training</td>
<td>Policies, resources, how to help a friend, reporting options, bystander education and alcohol awareness, consent</td>
<td>Students</td>
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<tr>
<td>May 30</td>
<td>Teaching Assistant Training</td>
<td>Title IX, Policies, Resources, Reporting options, how to handle concerns from students in the TA role</td>
<td>Undergraduate and Graduate Teaching Assistants</td>
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<td>June 10</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
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<tr>
<td>June 19</td>
<td>Summer SURF and MURF Orientation</td>
<td>Title IX, Policies, Resources, Reporting options</td>
<td>Students</td>
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<tr>
<td>July 2</td>
<td>GRA training</td>
<td>Policies, resources, how to help a student, responsible employee requirements, reporting options, bystander education and alcohol</td>
<td>Students</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
<td>Focus Areas</td>
<td>Audience</td>
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<tr>
<td>July 3</td>
<td><strong>GRA training</strong></td>
<td>Policies, resources, how to help a student, reporting options, bystander education and alcohol awareness, responsible employee requirements, consent</td>
<td>Students</td>
</tr>
<tr>
<td>July 10</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
<td>Staff</td>
</tr>
<tr>
<td>Summer, 2014</td>
<td>Option Administrators series</td>
<td>Title IX, Policies, Resources, Reporting options, how to help a student or employee</td>
<td>Staff</td>
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<tr>
<td>August 12</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
<td>Staff</td>
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<tr>
<td>September 9</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
<td>Staff</td>
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<tr>
<td>September 10</td>
<td><strong>Title IX Investigator Training</strong></td>
<td>Policies, investigator role and requirements, interviewing techniques, trauma-centered investigation training</td>
<td>Staff and faculty</td>
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<tr>
<td>September 12</td>
<td><strong>Title IX training for Security</strong></td>
<td>Title IX Overview, policies, protocol around sexual assault response, responsible employee requirements, on-call options</td>
<td>Staff</td>
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<tr>
<td>September 18</td>
<td><strong>Title IX training for consent program facilitators and responsible employees</strong></td>
<td>Policies, resources, how to help a friend, reporting options, bystander education and alcohol awareness, consent</td>
<td>Staff</td>
</tr>
<tr>
<td>September 24</td>
<td><strong>Title IX Training for Consent Program facilitators and responsible employees</strong></td>
<td>Policies, resources, how to help a friend, reporting options, bystander education and alcohol awareness, consent</td>
<td>Staff</td>
</tr>
<tr>
<td>September 24</td>
<td><strong>All first year graduate students - orientation</strong></td>
<td>Title IX, Policies, Resources, Reporting options, alcohol and consent</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td><strong>All first year student - orientation</strong></td>
<td>Title IX, Policies, Resources, Reporting options, alcohol and consent</td>
<td>Students</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Topics</td>
<td>Audience</td>
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<td>September 25</td>
<td>Title IX Training for consent program facilitators and responsible employees</td>
<td>Policies, resources, how to help a friend, reporting options, bystander education and alcohol awareness, consent</td>
<td>Staff</td>
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<tr>
<td>September 25</td>
<td>Teaching Assistant Training</td>
<td>Title IX, Policies, Resources, Reporting options, how to help a friend, reporting options, bystander education and alcohol awareness, consent</td>
<td>Undergraduate and Graduate Teaching Assistants</td>
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<td>September 26</td>
<td>Title IX Training for Consent Program</td>
<td>Policies, resources, how to help a friend, reporting options, bystander education and alcohol awareness, consent</td>
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<tr>
<td>October 2</td>
<td>Meeting with CCE Division Chair</td>
<td>Policies, reporting options, Responsible employee requirements</td>
<td>Faculty and Staff</td>
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<tr>
<td>October 3</td>
<td>Consent Program</td>
<td>Review issues of consent and alcohol in small groups</td>
<td>Students</td>
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<td>October 2</td>
<td>Teaching Assistant Training</td>
<td>Title IX, Policies, Resources, Reporting options, how to handle concerns from students in the TA role</td>
<td>Undergraduate and Graduate Teaching Assistants</td>
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<tr>
<td>October 7</td>
<td>Peer Education Training</td>
<td>Title IX, Policies, Resources, Reporting options, how to support a friend, consent, alcohol, bystander</td>
<td>Students</td>
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<tr>
<td>October 14</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
<td>New Staff</td>
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<tr>
<td>October 17</td>
<td>Teaching Assistant Training</td>
<td>Title IX, Policies, Resources, Reporting options, how to handle concerns from students or in the TA role</td>
<td>Undergraduate and Graduate Teaching Assistants</td>
</tr>
<tr>
<td>November 3</td>
<td></td>
<td>Policies, resources, reporting</td>
<td>Staff</td>
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</table>
**Appendix B**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Options and Requirements</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 3</td>
<td>Title IX training at JPL</td>
<td>Policies, resources, reporting options and requirements</td>
<td>Staff</td>
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<tr>
<td>November 11</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
<td>New Staff</td>
</tr>
<tr>
<td>December 9</td>
<td>New Employee Orientation</td>
<td>Monthly: Overview of Title IX and policy review</td>
<td>New Staff</td>
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## Communication Plan

### Title IX

<table>
<thead>
<tr>
<th>Audience</th>
<th>Communication Method</th>
<th>Topic</th>
<th>Completed Date</th>
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</thead>
<tbody>
<tr>
<td>HR/Business Admin Mgrs</td>
<td>Facilitated Presentation</td>
<td>Title IX Briefing - A high level overview of Title IX and potential impact on JPL</td>
<td>2/18/15</td>
</tr>
<tr>
<td>ESD Section Managers &amp; Group Supervisors</td>
<td>Facilitated Presentation</td>
<td>Title IX Briefing - A high level overview of Title IX and potential impact on JPL</td>
<td>2/15/15</td>
</tr>
<tr>
<td>Business Admins/Mentors</td>
<td>Facilitated Presentation</td>
<td>Title IX Briefing - A high level overview of Title IX and potential impact on JPL</td>
<td>3/24/15</td>
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<tr>
<td>Education Office Program Administrators</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>4/6/15</td>
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<tr>
<td>Talent Management</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>4/2/15</td>
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<tr>
<td>Section Mgr/Group Supervisor/Mentor Training Session</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>4/16/15</td>
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<tr>
<td>Section Mgr/Group Supervisor/Mentor Training Session</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>6/17/2015 (1:30pm)</td>
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<tr>
<td>Section Mgr/Group Supervisor/Mentor Training Session</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>6/17/2015 (3:00pm)</td>
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<td>Section Mgr/Group Supervisor/Mentor Training Session</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>6/18/2015 (9:00am)</td>
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<tr>
<td>Section Mgr/Group Supervisor/Mentor Training Session</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>6/18/2015 (11:00am)</td>
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<tr>
<td>Section Mgr/Group Supervisor/Mentor Training Session</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>6/19/2015 (9:00am)</td>
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<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
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<tr>
<td>Div 39 Management Training Session</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>6/30/2015 (3:00pm)</td>
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<tr>
<td>Section Mgr/Group Supervisor/Mentor Training Session</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>6/30/2015 (9:00am)</td>
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<tr>
<td>Audience</td>
<td>Communication Method</td>
<td>Topic</td>
<td>Completed Date</td>
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<tr>
<td>Section Mgr/Group Supervisor/Mentor Training Session</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>6/30/2015 (1:00pm)</td>
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<td>Student Training</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>6/17/2015 (9:00am)</td>
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<td>Student Training</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>7/6/2015 (9:00am)</td>
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<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
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<td>7/6/2015 (11:00am)</td>
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<tr>
<td>Student Training</td>
<td>Facilitated Presentation</td>
<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>7/9/2015 (9:00am)</td>
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<td>Student Training</td>
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<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
<td>7/9/2015 (10:00am)</td>
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<td>Title IX Training - What every employee should know about Title IX and Unlawful Harassment</td>
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| Preventing Harassment Training | Facilitated Presentation | A Supervisors Guide to a Harassment Free Workplace | 4/6/15 |
| Preventing Harassment Training | Facilitated Presentation | A Supervisors Guide to a Harassment Free Workplace | 4/13/15 |
| Preventing Harassment Training | Facilitated Presentation | A Supervisors Guide to a Harassment Free Workplace | 4/20/15 |
| Preventing Harassment Training | Facilitated Presentation | A Supervisors Guide to a Harassment Free Workplace | 4/27/15 |
| Preventing Harassment Training | Facilitated Presentation | A Supervisors Guide to a Harassment Free Workplace | 5/4/15 |
| Preventing Harassment Training | Facilitated Presentation | A Supervisors Guide to a Harassment Free Workplace | 5/11/15 |
| Preventing Harassment Training | Facilitated Presentation | A Supervisors Guide to a Harassment Free Workplace | 5/18/15 |
| Preventing Harassment Training | Facilitated Presentation | A Supervisors Guide to a Harassment Free Workplace | 6/1/15 |
| Preventing Harassment Training | Facilitated Presentation | A Supervisors Guide to a Harassment Free Workplace | 6/8/15 |
### Communication Plan

#### Title IX

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<th>Audience</th>
<th>Communication Method</th>
<th>Topic</th>
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**Title IX Briefing** = A high level overview of Title IX requirements and how JPL will be impacted.

**Title IX Training** = A comprehensive overview of Title IX history, legal requirements, and responsibilities.

**A Supervisors Guide to a Harassment Free Workplace** = Annual Harassment Prevention training for all Supervisors and above. Title IX was integrated in each of these sessions. Typically, a 15 minute overview was provided. Supervisors in these sessions may have attended other training, so we are not counting them as they may be duplicative.
Sex Offenses
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape
The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling
The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Statutory Rape
Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence
The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under California’s domestic or family violence laws.

Stalking
The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to- (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Dating violence
The term “dating violence” means violence committed by a person – (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  (i) The length of the relationship.
  (ii) The type of relationship.
  (iii) The frequency of interaction between the persons involved in the relationship.

Arson
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Criminal Homicide—Manslaughter by Negligence
The killing of another person through gross negligence.

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

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

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

Burglary
The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle.

Weapons: Carrying, Possessing, Etc.
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.

Drug Abuse Violations
The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations
The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Larceny-Theft (Except Motor Vehicle Theft)
The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
**Simple Assault**
An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

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

<table>
<thead>
<tr>
<th></th>
<th>FINAL NUMBERS</th>
<th>ASR 2014 STATISTICS</th>
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OC = On Campus  
NC = Non-Campus Building or Property  
RF = Residential Facility (subset of on campus)  
PP – Adjacent Public Property

Hate Crimes*:  
(1) Vandalism, based on Religion  
(1) Vandalism, based on National Origin  
(1) Vandalism, Based on Sexual Orientation
# CRIME STATISTICS

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