



# Annual Security and Fire Safety Report- Doheny Campus

## 2017-2018

*Report prepared by the Department of Campus Security.  
A department of the Division of Student Affairs.*

### *Mission Statement*

*Mount Saint Mary's University offers a dynamic learning experience in the liberal arts and sciences to a diverse student body.*

*As a Catholic college primarily for women, we are dedicated to providing a superior education enhanced by an emphasis on building leadership skills and fostering a spirit to serve others.*

*Our measure of success is graduates who are committed to using their knowledge and skills to better themselves, their environments, and the world.*



# Mount Saint Mary's University

LOS ANGELES

## 2017-2018 Annual Security and Fire Safety Report Doheny Campus

To The Members of the Mount Community,

As a department within the Division of Student Affairs, Campus Security is the primary department responsible for providing security and safety to the Mount Saint Mary's University community from all hazards, including crime.

In compliance with the Higher Education Act of 1965, the "*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*", the Department of Campus Security produces and publishes this Annual Security and Fire Safety Report.

The information contained within this report will inform you of safety and security policies and procedures at the MSMU Doheny Campus. This report includes information on the Department of Campus Security, policies and procedures for reporting crime, safety and security prevention and protection programs, victim assistance services, and other safety and security information to assist you in maintaining your safety and security. Campus crime statistics are listed for your review and information. Also included in this report is information on fire safety and statistics relating to fires that may have occurred on campus.

We strongly encourage you to read this report and consider how it can help you prevent and protect yourself and the MSMU community against crime. If you have any questions or comments regarding the information contained in this report please contact the Director of Campus Security.

Copies of this report may be obtained at the following locations from 8am-4:30pm Monday-Friday except during holidays:

- Student Affairs Office, Building 7
- Residence Life Office- Hannon Hall

Sincerely,

**Michael McFatridge**  
Director of Campus Security  
[mmcfatridge@msmu.edu](mailto:mmcfatridge@msmu.edu)

**Dr. Jane Lingua**  
Vice-President for Student Affairs  
[jlingua@msmu.edu](mailto:jlingua@msmu.edu)

# *Mount Saint Mary's University-Los Angeles Doheny Campus*

## 2017-2018 Annual Campus Security and Fire Safety Report

### The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or the Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to:

- Publish an annual security report by October 1<sup>st</sup> that documents three calendar years of campus crime and fire statistics and certain campus security policy statements;
- Collect, count, and disclose crime statistics information about crime on and around their campuses;
- Maintain a public daily crime log that records all criminal incidents and alleged criminal incidents be reported to Campus Security;
- Maintain a publicly accessible fire log of all fires that occurred in on-campus residential facilities;
- Disclose missing student notification procedures for students who reside in on-campus residential facilities;
- Issue "timely warning" notices to the Mount community for any Clery crime that "represents an ongoing or continuing threat to the safety of students or employees";
- Issue an emergency notification "when a significant emergency or dangerous situation involves an immediate threat to the health or safety of students or employees on campus."

### Distribution of the Annual Security Report

The Department Campus Security publishes the Annual Security Report by October 1st of each year. The Clery Act Compliance Officer (Director of Campus Security) sends an email announcement to all students, faculty, and staff, which explains the purpose of the report and informs them that they can access the report via myMSMU Campus Security and Sexual Misconduct/Title IX, which serve as institutional hubs for information about Title IX and the Clery Act. Information on the Mount Saint Mary's University's Annual Security Report will also be mailed to anyone requesting a copy. Anyone may request a copy from MSMU Human Resources, Title IX Coordinator & Clery Act Compliance Officer, or MSMU Campus Security.

## A. Department of Campus Security

### Mission Statement

The Mount Saint Mary's University Department of Campus Security contributes to the overall successful development of students through a combination of student centered active and passive programming uniquely designed to challenge, inform and build a sense of safety both within the Mount community and abroad. Furthermore, the Department is committed to providing a safe learning environment through the utilization of campus-oriented community safety philosophies, and actively solicits and encourages cooperation and support of all members of the university community to decrease the opportunities for crime and facilitate the maximum use of its resources.

### Vision Statement

Mount Saint Mary's University Department of Campus Security exists to provide excellent professional security services to the campus community. We maintain a safe learning environment for our community and its visitors by striving toward and promoting the following core values:

- Professionalism
- Accountability
- Teamwork
- Communication
- Responsibility
- Training
- Innovation
- Decision Making
- Service
- Trust

### General Information

For the safety and security of students, faculty, and staff; Allied Universal Protection Service has been contracted to provide security coverage for the Doheny campus.

1. Security operates 24 hours a day, 7 days a week.
2. Security Officers are stationed at four locations on campus:
  - Post #1 is located just in front of the Doheny Mansion. Staffed 24/7
  - Post #2 located at the main entrance to the college. Staffed 24/7
3. Campus Security also deploys patrol officers during specific shifts each day. Officers assigned to patrol have a primary task of conducting campus patrols, parking enforcement, and responding to calls for service.

4. Security can be reached at the following numbers:
  - Post #1 (Mansion): 213.477.2501
  - Post #2 (Main Entrance): 213.477.2502
5. Blue light emergency phones are located throughout campus and all calls go directly to Campus Security.

#### Reporting of Security Concerns/Crimes

Mount Saint Mary's University encourages students, faculty and staff to assume the responsibility for their own security, the security of other members of the college community as well as the safety and security of college buildings and grounds. Any member of the college community (faculty, staff, and/or student) may submit an Incident Report to:

- Michael McFatrige, *Director of Campus Security* – 213.477.2995
- Cristina Salcedo, *Assistant Director of Campus Security*- 310.954.4007

If you know that a crime has occurred, you are encouraged to report it in a timely manner. If you are a victim of a crime and unable to report the crime to the University, you are encouraged to report the crime to your local law enforcement agency. Mount Saint Mary's University does not have a police department and therefore is limited in how reported crimes are responded to and dealt with.

The Department of Campus Security will investigate the report and take appropriate action if required. A copy of the Incident Report Form and other reporting forms may be printed at the myMSMU Campus Security site and by clicking on "Report an Incident".

Community members who wish to remain anonymous may report a security concern or crime by visiting the myMSMU Campus Security page and clicking on the MountWatch logo. All confidential reports are reviewed by the Director of Campus Security. Confidential crime reports may be included as a statistic in the Annual Security report.

Individuals can make a confidential crime report to pastoral or professional counselors at Counseling and Psychological Services, Student Health Services, to the Title IX Coordinator or Title IX Deputy Coordinators. Pastoral counselors (individuals who are associated with a religious order or denomination, are recognized by that religious order or denomination as individuals who provide confidential counseling, and are functioning within the scope of that recognition as pastoral counselors) and professional counselors (individuals whose official responsibilities include providing mental health counseling to members of the institution's community and who are functioning within the scope of their license or certification; this definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution) are exempt from disclosing information when acting in their role of pastoral or professional counselor. Consequently, reports to pastoral or professional counselors may not be included in annual statistical compilations, included in the daily crime log, or evaluated for timely warning consideration. Mount Saint Mary's University does not currently have a written procedure to encourage counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## B. EMERGENCY RESPONSE AND EVACUATION

### Emergency Response (Exercise the most appropriate option)

DAYTIME: In the event of an emergency, call 911\*, call Security at 477.2502 (ext. 2502) Main Entrance Kiosk \*\*, or call Student Affairs at 477.2571 (ext. 2571).

EVENING/WEEKEND: Call 911\*, or call Security at 477.2502 (ext. 2502)\*\*.  
*Residents Only:* Resident students in need of assistance may contact the Resident Assistant on duty by calling 424.208.4034.

\* If the police department or fire department is requested, you must notify Security as to the exact location of the emergency (building and room).

\*\* Security may contact the police, paramedics, or fire department.

### Timely Warnings

In the event that a crime is reported to the Department of Campus Security or another campus security authority on- or off-campus that in the judgment of the Director of Campus Security, Vice President for Student Affairs, the Title IX Coordinator or their designees constitutes an ongoing threat to the campus community, the Director of Campus Security will issue "timely warnings" to the university community notifying them of potential risks and the proper reporting procedure for security concerns. These warnings will be issued through the university e-mail system or by other means as determined by the Director of Campus Security.

Any decision to issue a timely warning notice will be determined on a case-by-case basis. The following factors are used to make that determination: if the individual is an on-going threat to the Mount community, when and where the incident occurred, when it was reported, and what information is known by the Department of Campus Security. The Department makes every effort to issue a timely warning or crime alert within 24 hours of the time the crime is reported; however, it may take longer to confirm all pertinent and meaningful information.

Consistent with the language set forth below, Mount Saint Mary's University issues Timely Warning Notices for the following crimes:

- Murder/Non-Negligent Manslaughter;
- Aggravated assault;
- Robbery involving force or violence;
- Rape and fondling;
- Stalking, dating violence, domestic violence;
- Arson;
- Other crimes as determined necessary by the Director of Campus Security, or designee in the Director's absence.

In determining whether to issue a Timely Warning, the Department of Campus Security will consider any factors reflecting whether the alleged crime or incident represents a serious or continuing threat to the University community, including, but not limited to:

- Date and time or timeframe of the incident;
- A brief description of the incident;

- Where the incident occurred;
- When it was reported;
- The continuing danger to the campus community;
- The amount of information known by the Department of Campus Security;
- The active involvement of law enforcement in the investigation of the crime; and
- Whether an alleged perpetrator has been identified. If there is an immediate threat to the health or safety of students or employees occurring on campus, the University must follow its emergency notification procedures.

### Emergency Notification (E-Alert)

The university has contracted with E2Campus to maintain the Mounts mass notification system. The purpose of E-Alert is to notify the Mount community of any on or off-campus emergency or disaster that could impact normal university business. E-Alert is a voluntary program which will allow those who sign up for the service to be notified of emergencies via email and/or text message to personal cell phones and college email addresses. There is no cost to sign up for the service and normal text messaging rates will apply. Information regarding the Emergency Notification System can be found at [www.msmu.edu/ealert](http://www.msmu.edu/ealert).

To assist in the planning, implementation and response to emergency situations at the university, Mount Saint Mary's University has established an emergency response team or CERT, (Chalon Emergency Response Team). This team is led by the Director of Campus Security and includes faculty, staff, Residence Life Assistants and student representatives.

Once an incident has been determined to impact the normal operations of the university, the President, Vice President for Student Affairs or her designee will initiate the emergency plan. This plan is to be carried out by the Incident Commander. The following individuals have been identified as Incident Commanders:

- 1) Vice President for Student Affairs
- 2) Director of Campus Security
- 3) Dean of Student Life (Chalon and Doheny)
- 4) Assistant Vice President for Student Affairs
- 5) Director of Residence Life
- 6) Associate Director of Residence Life

The Incident Commander will then determine if the emergency warrants the activation of our Emergency Notification System or E-Alert. If the Incident Commander deems this activation necessary, a message to the entire university community will be sent. Emergency Notifications are sent to the university community through the use of the Emergency Notification System (text message), MSMU Facebook page, myMSMU, email system and by posting messages on the MSMU external website. Those university members that are signed up for the service have messages sent directly to their cell phone as well as their university issued email address. The individuals that have authorization to send a mass notification and determine the content of the emergency message and the appropriateness of the message are as follows:

- 1) Director of Campus Security
- 2) Vice President for Student Affairs
- 3) Dean of Student Life (Chalon and Doheny)
- 4) Director of Residence Life

## Testing the Emergency Notification System

The Emergency Notification System (EAlert) is tested once per semester. A date is selected by the Director of Campus Security for the test/drill. Typically this test/drill is used to drill all MSMU Community members on Active Shooter/Campus Lockdown procedures. This test/drill is also used to provide practical response training to Campus Security first responders. During the test/drill, community members are asked to take note of their surroundings and how they can best lock down their offices or shelter-in-place. Information on campus Lockdowns and Shelter-in-Place is provided via campus email sent to all community members. Upon completion of the drill, Campus Security works to determine the effectiveness of the drill.

A full test of the emergency notification system was conducted on **10/19/2017 at 10:19am**. The test was sent to all MSMU email recipients and all enrolled E-Alert recipients.

## Campus Evacuation

The decision to evacuate a building or campus is made at the determination of the Incident Commander that circumstances either have or are unfolding which would require occupants of a building or the entire campus to evacuate. Once the decision to evacuate has been made, all occupants are expected to exit the building they are in and proceed to the appropriate evacuation locations. In the event of an emergency that requires an evacuation, please do the following:

- Evacuate to the **CIRCLE** area or the nearest safe open area by using the nearest or safest exit (Do not use elevators).
- In rare cases, we may evacuate the community to a secondary location on campus. If this occurs, you will be told as you enter the CIRCLE area.
- Follow directions of Building Monitors, Floor Monitors, and university officials.
- Evacuation procedures and routes are posted in all Residence Hall rooms, classrooms, hallways, stairwells, and public areas.

## Evacuation Drills

Evacuation Drills are conducted once per semester by Residence Life. Community members are required to participate in the drills. Campus First Responders utilize this test to reinforce training and to determine where improvements can be made. Documents regarding evacuation start/end times and results are available through the Residence Life Office.

## Shelter-in-Place Procedures – What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances; it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

## Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside the building in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Mount ID card, etc). Follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest Mount building quickly. Follow directions of MSMU Campus Security, police or fire department personnel if they are on the scene.

## How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, including MSMU Campus Security, Student Affairs, Residence Life Staff members, other MSMU employees, LAPD, or other authorities communicating directly with MSMU emergency personnel.

## How to "Shelter-in-Place"

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow the steps below, unless instructed otherwise by local emergency personnel.

The myMSMU Campus Security site provides additional information, tips and apps for mobile devices for individual emergency preparedness. If the order to shelter-in-place is ever given, please consider the following tips below:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able (MSMU staff will turn off the ventilation as quickly as possible).
6. Make a list of the people with you and ask someone (MSMU Staff, faculty, or other individuals) to call the list in to Campus Security so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

## C. MISSING STUDENT PROCEDURE

Anyone believing that a resident student has been missing for 24 hours should submit a Missing Person's Report to either the office of Student Affairs, Residence Life or the Department of Campus Security. Copies of this report may be obtained in the Residence Life office, Student Affairs, Campus Security, Health Service and/or Counseling and Psychological Services. Upon receiving a report, a copy will be given to the Director of Campus Security for review and follow-up.

All resident students have the option to complete an emergency contact form. This form contains basic information about the student and who should be contacted if it has been determined by Mount Saint Mary's University Department of Campus Security officials that this student has been missing for 24 hours. This contact information is only accessible to authorized campus officials and will not be disclosed to anyone with the exception of law enforcement personnel in furtherance of a missing person's investigation.

If a resident student is under the age of 18, Mount Saint Mary's University officials are required to notify the student's custodial parent or guardian within 24 hours of the determination by the Department of Campus Security that the student is missing. Notification will also be made to any emergency contact person designated by the student. If the resident is over 18, and has not identified a person to be contacted, MSMU will notify the appropriate law enforcement agency. Department of Campus Security officials will notify the Los Angeles Police Department within 24 hours after the determination has been made that the student is missing, unless the Los Angeles Police Department has previously made the determination that the student is missing.

After the determination has been made that a student has been missing for a 24 hour period, the Vice President for Student Affairs or her designee will contact the students' emergency contact person if that student has designated such a person.

## D. ACCESS TO CAMPUS

### Visitors/Guests

Visitors and guests of Mount Saint Mary's University students, faculty and staff are welcome on campus. However, the university reserves the right to refuse admittance to individuals not associated with the Mount and others who pose a safety or security risk.

All visitors and guests, including ride-share companies, are required to stop at the Main Entrance Kiosk to show a valid form of photo ID, sign in, inform the officer of their intended destination and receive a parking permit.

### Escort Policy

After 10:00 p.m. and before 10:00 a.m., all non-Doheny residents and guests (male or female) must be escorted by a resident student in the residence halls. Guests may use the telephone in the McIntyre Lobby or outside of Hannon Hall to notify resident students of their arrival. It is the responsibility of all resident students to confront and/or report an unescorted guest.

## Identification Cards

Faculty, staff and students are required to carry their MSMU identification cards (ID) with them at all times. This ID is necessary for library use, admittance to student sponsored events, on campus pre-paid meal plans, Fitness Center usage, and for security purposes.

## Building Security

For the safety and security of the residents, all residence hall exit doors are locked 24 hours a day. Each resident student is issued a room key that also serves as a building access key and an access control card. If a key is lost it must be reported immediately to the Residence Life Office. It is important that resident's fully understand their sense of community responsibility with regard to the building access key. There are numerous other students whose safety depends on the proper handling of keys. For safety and security reasons, duplication or loaning of keys is not permitted.

## **E. CAMPUS SECURITY ENFORCEMENT**

Mount Saint Mary's University contracts with Universal Protection Service. Universal Protection Service is a licensed security company by the State of California, Department of Consumer Affairs, and Collection and Investigation Services. Universal Protection Service is in good standing with a current state license.

### Working Relationship with Local Police

The college has an excellent working relationship with the Southwest Division of the Los Angeles Police Department and has consulted their expertise when necessary. Mount Saint Mary's University is within the jurisdiction of the Los Angeles Police Department. Mount Saint Mary's University has also maintained an excellent working relationship with the Public Safety Department at the University of Southern California (USC).

### Authority of Security Officers

All security officers working for Universal Protection Service and assigned to Mount Saint Mary's University have a current and valid Guard Card including the Powers of Arrest. This card is issued by the State of California, Department of Consumer Affairs, Bureau of Security and Investigative Services. On-going training to fulfill the AB2880 requirement is done by Universal Protection Service. Additional training above the State mandated training is normally identified by the Director of Campus Security and implemented by Universal Protection Service. Campus Security officers are empowered to enforce University policies, including issuing citations for parking violations. Campus Security officers are also authorized to conduct searches of personal property including but not limited to, personal vehicles, residence hall rooms, bags, etc.

### Violations of Criminal Law

Violations of criminal law, as witnessed by Campus Security may be reported to the local police. Criminal violations are defined by law and tried by the courts. In a situation in which a member of this community acts in a manner, which may reasonably be viewed as within the definition of criminal violations, the university may take action independent of any civil or criminal proceedings.

In the event that an alleged criminal offense occurs at Mount Saint Mary's University, the Director of Campus Security will coordinate with the Los Angeles Police Department for any and all investigated crimes. The Los Angeles Police Department is the law enforcement agency responsible for all general law enforcement duties related to Mount Saint Mary's University.

The Doheny Campus falls under the Southwest Bureau Command of the Los Angeles Police Department. The direct contact person with the Southwest Bureau is Senior Lead Officer Patricia Luevanos. SLO Luevanos would then coordinate with the appropriate authorities within the LAPD to best respond to an occurrence of crime on the Doheny Campus.

#### Guidelines:

- 1) Report of a crime is submitted to Mount Saint Mary's University officials.
- 2) Crime report is sent to the Director of Campus Security.
- 3) A determination is made by MSMU officials if the alleged crime warrants the involvement of the Los Angeles Police Department for further investigation.
- 4) The Director of Campus Security is responsible for the notification to law enforcement.
- 5) The Los Angeles Police Department is responsible for the investigation of any verified criminal offense on Mount Saint Mary's University property.
- 6) Mount Saint Mary's University will conduct an internal investigation, separate from the LAPD investigation, if deemed appropriate.

## F. CAMPUS SECURITY, SAFETY AND AWARENESS PROGRAMS

### Residence Life

Beginning with the first floor meeting and continuing throughout the year, the Resident Assistants are to remind the residents of safety procedures and security policies. Students are reminded to close and lock their doors whenever they leave their room, not leave any item unattended, not leave any guest unattended, report all suspicious individuals, report broken windows and doors, avoid propping exterior doors open, and to escort guests in the residence halls. In addition, all resident students are issued a key chain with the security contact numbers. The Director of Campus Security is included in Resident Assistant training on the role of Campus Security, emergency preparedness and emergency response.

### Student Involvement Fair

Early in the fall semester, Campus Security participates in a university-wide fair of clubs, organizations and offices for the entire student population. This event gives students the opportunity to meet the Director of Campus Security and become more familiar with the role of security on campus.

### Orientation

During new student orientation, the Assistant Director of Campus Security presented information to new students and parents on personal safety and campus security procedures. Students are given information regarding safety on and off campus and specific instructions about reporting security concerns. The Director of Campus Security presented to parents on basic security procedures and protocols. Throughout the year, Campus Security provides safety orientation sessions to various academic programs including Weekend/Evening College, ADN

program, ABSN program, etc. Additionally, the Director of Campus Security presents a basic introduction into campus safety at monthly New Hire Orientation sessions led by MSMU Human Resources.

### Campus Security on myMSMU

The Department of Campus Security has extensive safety information on the MSMU internal myMSMU page. This one stop location for community members provides information on staying safe and how to prepare for emergencies. This site also contains free safety applications that can be downloaded to mobile devices and tablets.

### Admitted Students' Day

The Department of Campus Security participated by distributing security information to prospective parents and students. A visual display of existing security programs and statistics was also provided.

### MountWatch

MountWatch is the official anonymous crime-tip and crime reporting service at MSMU. This allows students, faculty and staff to safely report incidents to Campus Security. All tips are sent to and addressed by the Director of Campus Security. You can access MountWatch by logging into myMSMU and clicking on Campus Security.

### Resident Student Safety Advocate

This position was created in support of the MSMU Strategic Plan. The goal was to identify and hire a resident student employee who worked directly with the Assistant Director of Campus Security in creating unique student centered programming.

### Campus Publications

The Department of Campus Security submits weekly tips into the Athenian Weekly publication. Safety tips include but are not limited to Protection from Identity Theft, Parking Lot Safety, Safe Holiday Shopping, Safe and Respectful Driving and more. Safety tips are designed to give Mount community members the information they need to make safe and informed decisions.

### Daily Crime and Fire Logs

The Department of Campus Security maintains a Daily Crime and Fire Log of all crime and fire incidents reported to the Department. This log identifies the type, location, and time of each criminal incident and fire reported to the Department of Campus Security. Daily crime and fire logs are maintained at the Department of Campus Security on both the Chalon and Doheny campus, and are available for review by the public during regular business hours (8:00am – 4:00pm). Upon request, a copy of the most current 60 days of information is available at the following locations;

- 10 Chester Place, Los Angeles CA 90007 Security Kiosk nearest the Doheny Mansion
- 12001 Chalon Road, Los Angeles CA 90049 Security Kiosk located in the "Circle"

Upon request a copy of any maintained Daily Crime and Fire Log, i.e., prior to the most current 60 days, will be made available for viewing, within 2 business days.

## G. PREPARING THE ANNUAL SECURITY REPORT

At the end of the calendar year, all reports are added to give the total of all reported crimes on or near campus that are brought to the attention of MSMU Campus Security. Additionally, Campus Security receives data from other Campus Security Authorities and coordinates these data for inclusion in the Annual Security Report.

Printed copies are kept in Student Affairs, Residence Life and Campus Security for public viewing. In addition to the law enforcement agencies that may operate on Mount Saint Mary's property, Campus Security Authorities include: (1) any individual who has responsibility for campus security who monitors entrances to university property, (2) any individual specified by the university to receive reports of offenses, and (3) any official of the university who has significant responsibility for student and campus activities, such as student housing, student discipline, and campus judicial proceedings. If there are any reports taken, they are verified telephonically between Campus Security and the reporting Campus Security Authority after the data is forwarded to Campus Security.

MSMU Campus Security, which coordinates the compilation of data and charts for the publication of this annual report, complies with all reporting requirements, including reporting on all required policies for each campus. For purposes of the charts included in this report, "campus" is defined as property owned or controlled by the institution within the same reasonably contiguous geographic area, and used by the institution for its educational purposes. It specifically includes residence halls. It also includes property that is within or reasonably contiguous to the same geographic area that is owned by the institution and controlled by another person, that is frequently used by students that support institutional purposes, such as a food or other retail vendors.

"Non-campus building or property" is defined as (1) any building or property owned or controlled by a student organization recognized by the institution; or (2) buildings or property owned or controlled by the institution that are used in direct support of, or in relation to the institution's educational purposes, are frequently used by students, and are not within the same reasonably contiguous geographic area of the institution. Finally, "public property" is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Campus Security collects statistics from the Los Angeles Police Department COMPSTAT on all reported crime which occurs in close proximity to the campus. If appropriate, these crimes are reported in the category of "public property."

### CAMPUS SECURITY AUTHORITIES DEFINED:

- The Director and members of the Department of Campus Security.
- All employees, including student employees, who work in a position where they control or monitor access to some part of campus.
- All university officials who have significant responsibility for student and campus activities, except pastoral and professional counselors.

## **Statistical Disclosure of Reported Incidents**

Incidents reported to either MSMU Campus Security or by a third party to MSMU Campus Security that fall into one of the required reporting classifications will be disclosed as a statistic in this annual report published by the Department of Campus Security and the Division of Student Affairs. Not all incidents reported to Campus Security are required to be counted in the Clery statistical data.

## **Crime Data Reporting Period**

All crimes reported to Campus Security between January 1st, 2017 and December 31st, 2017 are included within the crime statistics sections.

## **Specific Information about Classifying Crime Statistics**

The statistics in the report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

## **Clery Reportable Crimes – Definitions**

### **Criminal Offenses**

For Clery Act reporting, crimes must be reported according to the FBI's Uniform Crime Reporting Handbook (UCR). For sex offenses only, the definitions that are used are from the FBI's National Incident-Based Reporting System (NIBRS).

#### **Murder/Non-Negligent Manslaughter:**

The willful (nonnegligent) killing of one human being by another. NOTE: Deaths caused by negligence, suicides, accidental deaths, and justifiable homicides are excluded. Assaults to murder and attempts to murder should be classified as aggravated assault.

#### **Negligent Manslaughter:**

The killing of another person through gross negligence.

#### **Robbery:**

The taking or attempting to take anything from value of 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.

**Burglary:**

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

**Motor Vehicle Theft:**

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

**Arson:**

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

**Sex Offenses:****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 consent of the victim.

**Fondling:**

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

**Incest:**

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

**Statutory Rape:**

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

**Other VAWA Offenses:****Domestic Violence:**

Includes misdemeanor and felony crimes of violence committed against a victim when the offender is the spouse of the victim, a former spouse of the victim, or an intimate partner of the victim, or has a child in common with the victim. Domestic violence also includes misdemeanor or felony crimes of violence when the victim is a minor subject to the control of the offender, or is an incapacitated individual subject to the control of the offender.

**Dating Violence:**

Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Stalking:**

A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Note: the physical location of the course of conduct or portions of it does not matter.

**Hate Crimes**

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude towards a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin or gender identity. **For Clery purposes, hate crimes include any of the above offenses (minus non-negligent manslaughter) and the addition of the categories below.**

**Larceny:**

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

**Simple Assault:**

The 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 lacerations, or loss of consciousness.

**Vandalism:**

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**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.

**Arrests and Referrals for Disciplinary Action**

The third category of crime statistics is the number of arrests and the number of referrals for disciplinary action for the categories listed below. Please note, these statistics are based on violations of the law, and not the university's policies that resulted in the disciplinary referral.

**Weapon Law Violations:**

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

### **Drug Abuse Violations:**

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

### **Liquor Law Violations:**

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

### **Unfounded Crimes**

A crime is considered unfounded for Clery Act purposes *only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.* Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. *A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.*

### **Clery Geographic Categories**

For the purpose of collecting and disclosing Clery crime statistics, the following Clery Act geographic categories are used:

#### **On-Campus**

- (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
- (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

#### **On-Campus, Residential Facilities**

A subset of On-Campus. Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. The number of crimes that occurred in Residential Facilities is also included in the total statistics for On-Campus.

## **Non-Campus Building Or Property**

- (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

## **Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.



## H. STATISTICS ON REPORTED CRIMINAL OFFENSES

**On-Campus** (owned or controlled, reasonably contiguous, education-related or student-used)

Criminal Offenses	2017 Reported to DCS*	2016 Reported to DCS*	2015 Reported to DCS*
<b>Criminal Homicide</b> -Murder & Non-Negligent Homicide -Negligent Manslaughter	0	0	0
<b>Forcible sex offenses</b> -Rape -Sexual Assault with an object -Forcible Sodomy -Forcible Fondling	0	0	0
<b>Non-forcible sex offenses</b> -Incest -Statutory Rape	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated Assault</b>	0	1	0
<b>Burglary</b>	3	7	2
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Domestic Violence</b>	1	0	0
<b>Dating Violence</b>	0	0	0
<b>Stalking Incidents</b>	2	1	0
<b>Domestic Violence (Unfounded)</b>	0	0	0
<b>Dating Violence (Unfounded)</b>	0	0	0
<b>Stalking Incident (Unfounded)</b>	0	0	0
<b>Liquor-law Violations</b>	Arrests: 0 Referred for campus disciplinary action: 3	Arrests: 0 Referred for campus disciplinary action: 2	Arrests: 0 Referred for campus disciplinary action: 2
<b>Drug-law Violations</b>	Arrests: 0 Referred for campus disciplinary action: 9	Arrests: 0 Referred for campus disciplinary action: 1	Arrests: 0 Referred for campus disciplinary action: 0
<b>Weapons Possession</b>	Arrests: 0 Referred for campus disciplinary action: 0	Arrests: 0 Referred for campus disciplinary action: 0	Arrests: 0 Referred for campus disciplinary action: 0

\* DCS= Department of Campus Security

Statistics on Criminal Offenses cont.

Dormitories or other students residences (within the "on-campus" area)

Criminal Offenses	2017 Reported to DCS*	2016 Reported to DCS*	2015 Reported to DCS*
<b>Criminal Homicide</b> -Murder & Non-Negligent Homicide -Negligent Manslaughter	0	0	0
<b>Forcible sex offenses</b> -Rape -Sexual Assault with an object -Forcible Sodomy -Forcible Fondling	0	0	0
<b>Non-forcible sex offenses</b> -Incest -Statutory Rape	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated Assault</b>	0	0	0
<b>Burglary</b>	0	0	1
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Domestic Violence</b>	1	0	0
<b>Dating Violence</b>	0	0	0
<b>Stalking Incidents</b>	0	0	0
<b>Domestic Violence (Unfounded)</b>	0	0	0
<b>Dating Violence (Unfounded)</b>	0	0	0
<b>Stalking Incident (Unfounded)</b>	0	0	0
<b>Liquor-law Violations</b>	Arrests: 0 Referred for campus disciplinary action: 3	Arrests: 0 Referred for campus disciplinary action: 1	Arrests: 0 Referred for campus disciplinary action: 0
<b>Drug-law Violations</b>	Arrests: 3 Referred for campus disciplinary action: 9	Arrests: 0 Referred for campus disciplinary action: 1	Arrests: 0 Referred for campus disciplinary action: 0
<b>Weapons Possession</b>	Arrests: 0 Referred for campus disciplinary action:	Arrests: 0 Referred for campus disciplinary action: 0	Arrests: 0 Referred for campus disciplinary action: 0

\* DCS= Department of Campus Security

**I. STATISTICS ON REPORTED HATE CRIMES** (Evidence that manifest that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity/national origin, or disability)

**On-Campus** (owned or controlled, reasonably contiguous, education-related or student-used)

<b>Criminal Offenses</b>	<b>2017 Reported to DCS*</b>	<b>2016 Reported to DCS*</b>	<b>2015 Reported to DCS*</b>
<b>Criminal Homicide</b> -Murder & Non-Negligent Homicide -Negligent Manslaughter	0	0	0
<b>Forcible sex offenses</b> -Rape -Sexual Assault with an object -Forcible Sodomy -Forcible Fondling	0	0	0
<b>Non-forcible sex offenses</b> -Incest -Statutory Rape	0	0	0
<b>Robbery</b>	0	0	0
<b>Gender Identity</b>	0	0	0
<b>National Origin</b>	0	0	0
<b>Aggravated Assault</b>	0	0	0
<b>Burglary</b>	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Larceny-Theft</b>	0	0	0
<b>Simple Assault</b>	0	0	0
<b>Intimidation</b>	0	0	0
<b>Destruction/Damage/Vandalism to Property</b>	0	0	0

\* DCS= Department of Campus Security

Statistics on Reported Hate Crimes cont.

Dormitories or other students residences (within the "on-campus" area)

Criminal Offenses	2017 Reported to DCS*	2016 Reported to DCS*	2015 Reported to DCS*
<b>Criminal Homicide</b> -Murder & Non-Negligent Homicide -Negligent Manslaughter	0	0	0
<b>Forcible sex offenses</b> -Rape -Sexual Assault with an object -Forcible Sodomy -Forcible Fondling	0	0	0
<b>Non-forcible sex offenses</b> -Incest -Statutory Rape	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated Assault</b>	0	0	0
<b>Burglary</b>	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Larceny-Theft</b>	0	0	0
<b>Simple Assault</b>	0	0	0
<b>Intimidation</b>	0	0	0
<b>Destruction/Damage/Vandalism to Property</b>	0	0	0

\* DCS= Department of Campus Security

Public Property Crime Data

Statistics regarding murder, non-negligent manslaughter, negligent manslaughter, forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson on public property immediately adjacent to the Doheny campus: were not available from the Southwest Los Angeles Division of the Los Angeles Police Department.

## J. Annual Fire Safety Report

MSMU publishes this fire safety report as part of its annual Clery Act Compliance document, via this report, which contains information with respect to the fire safety practices and standards for MSMU. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire.

If a fire occurs in a MSMU building, community members should immediately notify Campus Security at 213.477.2502. MSMU Campus Security will initiate a response and activate the MSMU emergency response plan. If a member of the MSMU community finds evidence of a fire that has been extinguished, and the person is not sure whether MSMU Campus Security has already responded, the community member should immediately notify Campus Security to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, he/she should not touch the trashcan and should report the incident to Campus Security immediately and wait for an officer's response. The officer will document the incident prior to removing the trashcan.

Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building. The Fire Marshall can issue fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons.

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus call MSMU Campus Security.

### FIRE SAFETY DEFINITIONS

**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.

**Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-related Death:** Any instance in which a person: 1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or 2) dies within one year of injuries sustained as a result of the fire.

**Non-Campus Student Housing:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**On-Campus Student Housing (or Residential Facilities):** A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

**Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:

- sprinkler systems or other fire extinguishing systems;
- fire detection devices;
- stand-alone smoke alarms;
- devices that alert one to the presence of a fire, such as horns, bells, or strobe lights;
- smoke-control and reduction mechanisms; and
- fire doors and walls that reduce the spread of a fire

**Intentional Fire:** A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

**Undetermined Fire:** A fire in which the cause cannot be determined.

**Unintentional Fire:** A fire that does not involve an intentional human act to ignite or spread into an area where the fire should not be.

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity (replacement value, not market value), including:

- contents damaged by fire;
- related damages caused by smoke, water, and overhaul;
- but not including indirect loss, such as business interruption

## Procedures for Students and Employees in the Event of a Fire

Find nearest pull station, and sound central alarm and immediately contact MSMU Campus Security at 213.477.2502. Shut all doors and windows in the vicinity of the fire. If the fire is small, use fire extinguishers to put it out. Exit by nearest safe stairway. Do not use the elevators. Do not run.

- If there is smoke in the room, keep low to the floor.
- Try to exit the room. Feel the doorknob, if it is hot, do not open the door.
- If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in the room.
- Don't panic.
- Seal up the cracks under the door with sheets, or towels. If there is smoke in the room, crack the windows at the bottom and at the top, if possible to allow for ventilation.

Hang a sheet or towel from the window to announce that you are in your room. Call MSMU Campus Security and be sure to give your room number and your location.

- If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face.
- Close all doors.
- If in exiting the building you are blocked by fire, go to the safest fire free area, or stairwell. If a phone is available call Campus Security, or find a window and signal that you are still in the building.

## Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.

Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of MSMU Policy.

Almost three-fourths of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any MSMU building including all Resident Halls.

A daily fire log is available for review. The log can be viewed by visiting the Mansion Security Kiosk from 8 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

## Special Considerations for Emergency Evacuations of Student with Physical Disabilities

Mount Saint Mary's University anticipates that some students with physical disabilities living in residence halls may require special assistance to respond to emergency situations. The Chalon Learning Center office in conjunction with the Campus Security attempts to contact students who are known to have physical disabilities to provide information on steps to follow should their building need to be evacuated. If a student with a physical disability has not already been contacted by a representative from the Learning Center or Campus Security, they should contact these offices.

Students are expected to understand that they will have some personal responsibility for implementing their plan, and the discussion with Campus Security is designed to ensure that all parties understand what their respective roles are in the event of an emergency.

## Plans for Future Improvements in Fire Safety

MSMU continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment process.

## Fire Prevention Efforts/ Response

Fire Drills are conducted four times per academic year. Residence Life conducts one evening drill each semester and Student Affairs conducts one day drill each semester. These drills test the evacuation process and the overall effectiveness of the evacuation and emergency response plan.

As part of the Mount's continuing improvement and education process, MSMU has established an emergency response team, or **DE**RT (Doheny Emergency Response Team). This team is led by the Director of Campus Security. Team members include faculty, staff, Resident Life Assistants and student representatives. Meetings are held each semester to bring new fire safety information to the team. Each meeting includes training on fire safety/emergency management.

For a complete list of all prohibited items inside the Residence Halls, please visit the Resident Life webpage.

## **K. STATISTICS ON FIRE SAFETY (Residence Halls Only)**

	2017	2016	2015
Number/Cause	0	0	0
Injuries	0	0	0
Deaths	0	0	0
Value of Property Damage	0	0	0

## K. ALCOHOL POLICY

Mount Saint Mary's University encourages students to adopt responsible and healthy behaviors regarding the use of alcohol. All students may obtain confidential health care and counseling through Student Health Services. The following is the MSMU policy regarding the use of alcohol and other drugs:

### In accordance with California Law,

- Only persons 21 years of age or older may consume alcoholic beverages.
- It is unlawful to sell, furnish, give, or cause to be sold, furnished, or given away any alcoholic beverage to any person under the age of 21 years old (Penal Code, Section 272).
- Any person under the age of 21 years who has any alcoholic beverage in her/his possession on any street or highway or in any public place open to the public is guilty of a misdemeanor (Business and Professional Code, Section 25662).

### According to Mount Saint Mary's University Alcohol Policy,

- Students of legal drinking age (21 years) have the right to possess and consume alcoholic beverages in a residence hall living space only.
- The door to that room must remain closed at all times while alcohol is being consumed. An open door nullifies the privilege.
- All individuals, including guests, must be 21 years or older.
- No alcohol is to be consumed in the presence of an underage resident/student/guest.
- Alcohol is not permitted in public areas of the campus including the hallways, lounges, outside areas, pool, stairways, patios, parking lots, etc.
- The transfer of alcohol to the rooms must be direct and the alcohol must be unopened and in a paper bag regardless of users age.
- The visual display of empty or full alcohol containers is not permitted regardless of age.
- Drinking games are not permitted on campus at any time.
- The Residence Life staff has the right to question the age of any student/guest who is transporting, consuming, or possessing alcohol.
- Falsification of age, verbally or otherwise, may lead to a more severe disciplinary conduct resolution.
- A Residence Life staff member can confiscate alcohol due to (1) underage possession, (2) opened container, (3) excessive amounts or (4) consumption of alcohol in the presence of an underage resident/student/guest.
- Kegs are not allowed in the residence halls.
- Alcoholic beverages may not be sold, consumed, or served at any college event sponsored by students or student organizations.

### Alcohol Policies Specific to the Doheny Campus

1. Mount Saint Mary's University prohibits traditional undergraduate students and their guests from possessing and consuming alcoholic beverages on or around the Doheny campus. Furthermore, it is a violation of the alcohol policy to display alcoholic containers (full or empty) anywhere on campus.
2. Any student demonstrating inappropriate or disruptive behavior associated with the use of alcohol may be subject to university disciplinary action. All students may obtain confidential health care and counseling through Student Health Services.
3. Alcoholic beverages may not be sold, consumed or served at any event sponsored by students or student organizations.

4. Students who violate College policy or California laws regarding the use of alcohol are subject to university disciplinary action which may include warning, probation, restitution, community service, recommendation for counseling, referral for alcohol/drug evaluation, removal from on-campus residence, dismissal or suspension, and police referral.

More information on the MSMU Alcohol Policy can be found in the Undergraduate Student Handbook.

## L. ILLEGAL DRUG POLICY

The following are prohibited on campus, at University sponsored events, and in campus operated residences:

- Possession, use or distribution of illicit drugs (including marijuana and medical marijuana or inappropriate use of prescription medication).
- Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances (including marijuana and medical marijuana).
- Possession of drug paraphernalia, including but not limited to: water pipes, scales, needles, clips, rolling papers, bongs, etc.; any device that may be associated with drug use, regardless of whether it is purchased or handmade.
- Smelling like marijuana may be considered evidence of possession or use.

As a private institution, Mount Saint Mary's University does not recognize California Proposition 64 or medical marijuana program (proposition 215) identification cards/certificates. Individuals found in possession of, using, or under the influence of marijuana will be subject to disciplinary action.

Students who violate Federal, State and Local laws or University policy regarding the use of illegal drugs (including marijuana and medical marijuana) and/or demonstrate irresponsible or disruptive behavior associated with the use of illicit drugs are subject to University disciplinary action which may include recommendation for counseling, referral for alcohol/ drug evaluation, removal from on-campus residence, dismissal or suspension, and police referral. University officials may confiscate and dispose of drugs (including marijuana and medical marijuana) if they are found on the University premises.

### *Disclosure of drug and alcohol violations*

The Warner Amendment (section 952: Drug and Alcohol Violations Disclosures) permits disclosure to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use of possession of alcohol or a controlled substance, if (A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

## M. WEAPONS LAW VIOLATIONS

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

As stated in the Mount Saint Mary's University Student Handbook, firearms, knives, weapons, and any facsimiles of such (including swords, laser guns, paintball guns, water guns, or any other plastic guns, etc.) are prohibited on campus (this includes the residence halls) and at all University -sponsored events. On campus includes all MSMU owned and controlled property including parking lots, parking structures, classroom buildings, libraries, etc. Any student in possession of either an exposed or concealed firearm, or any form of weapon as stated in the above paragraph, or that uses any device as a weapon on University property or at a University -sponsored event may be expelled. MSMU does not recognize lawfully issued permits to carry concealed weapons (CCW) and will treat anyone in possession of a firearm under these circumstances in violation of the MSMU weapons policy.

## N. POLICIES AND RESOURCES RELATED TO SEXUAL MISCONDUCT/TITLE IX

Federal law and state law, including Title IX of the Civil Rights Act of 1964, prohibit the University from discriminating against students or employees on the basis of protected characteristics, including, but not limited to: sex, sexual orientation or preference, gender, gender identity, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical conditions including genetic characteristics, mental or physical disability, and veteran status. Mount Saint Mary's University is concerned about the safety and well-being of its employees and students, and is committed to providing an environment that is free from harassment, discrimination and retaliation on the basis of these protected characteristics, and any other characteristic protected by federal, state or local law, ordinance or regulation. To this end, the university strictly prohibits all forms of unlawful harassment (including sexual harassment and sexual violence), discrimination or retaliation in any form. Anyone who violates this policy of zero tolerance is subject to appropriate disciplinary action, up to and including immediate termination or dismissal.

### Unlawful Discrimination Defined

Unlawful discrimination occurs when an individual's protected characteristic is used as a basis for adverse decisions affecting that individual. Prohibited discrimination includes, but is not limited to sexual harassment and sexual violence. Discrimination encompasses a wide range of conduct. Examples of specifically prohibited conduct include, but are not limited to:

- Terminating an individual's employment based on a protected characteristic;
- Refusing a request for time off based on a protected characteristic;
- Denying housing or other benefits based on a protected characteristic; and
- Assigning an undeserved low grade based on a protected characteristic.

### Unlawful Harassment Defined

Unlawful harassment includes all forms of unwelcome verbal, physical and visual conduct and displays that are based on any of the above mentioned protected characteristics and which interfere with performance and/or create an offensive or hostile environment. Harassment can take many forms. Following are some examples that may constitute harassment:

- Verbal harassment such as jokes, epithets, slurs and unwelcome remarks about an individual's body, dress, clothing, race, physical appearance or abilities, derogatory comments, discussions of a sexual nature and/or harassing remarks;
- Physical harassment such as physical interference with normal activity, impeding or blocking movement, assault, unwelcome physical contact or touching, staring at a person's body, and threatening, intimidating or hostile acts that relate to a protected characteristic; and
- Visual harassment such as offensive or obscene e-mails, instant messaging, web blogs, photographs, calendars, posters, cards, cartoons, drawings and gestures, displays with sexually suggestive or lewd objects, unwelcome letters or notes or any other graphic material that denigrates or shows hostility or aversion toward an individual because of the individual's protected characteristics.

The conduct can occur in any school program or activity and can take place in classrooms, school facilities, dorms, or at off-campus locations.

Mount Saint Mary's University (MSMU) expects that all members of the university community – students, faculty, staff and visitors – should be able to pursue their education and work in a safe environment, free from sexual violence. MSMU is committed to fostering a safe campus environment where sexual violence will not be tolerated and where survivors of sexual violence are provided support and resources.

These sexual violence materials are aimed at providing students, faculty and staff with information about sexual harassment and sexual violence, including: what constitutes sexual harassment and sexual violence; what to do if a member of the university community has been the victim of sexual harassment or sexual violence; contact information for counseling and victim services on and off school grounds; how to file a complaint with MSMU; how to contact MSMU's Title IX Coordinator; and how MSMU will respond to allegations of sexual harassment or sexual violence.

### Dating Violence Defined

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of:

- a) the length of the relationship.
- b) the type of relationship.
- c) the frequency of interaction between the persons involved in the relationship.

(2) For the purposes of this definition:

- a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- b) Dating violence does not include acts covered under the definition of domestic violence.

### Domestic Violence Defined

Felony or misdemeanor crimes of violence committed —

- a) by a current or former spouse of the victim
- b) by a person with whom the victim shares a child in common,
- c) by a person who is cohabiting with or has cohabited with the victim as a spouse,
- d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the crime occurred, or
- e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction where the crime occurred.

## Stalking Defined

(1) Means engaging in a in a course of conduct directed at a specific person that would cause a reasonable person to –

- a) Fear for the person’s safety or the safety of others; or
- b) Suffer substantial emotional distress.

(2) For the purposes of this definition—

- a) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## MSMU’s Policy of Zero Tolerance for Harassment, Discrimination and Retaliation/ Compliance with Title IX

MSMU strictly prohibits all forms of unlawful harassment, discrimination and retaliation, which includes sex discrimination, sexual harassment and sexual violence. A full version of MSMU’s “Policy of Zero Tolerance for Harassment, Discrimination and Retaliation / Compliance with Title IX” can be found on myMSMU. This policy includes information defining harassment, discrimination and retaliation, as well as grievance procedures and investigations.

### What constitutes sexual harassment and sexual violence?

Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student’s right to receive an education free from discrimination, unreasonably interfering with a student’s academic performance or an employee’s work performance, and creating an intimidating, hostile, or offensive working, educational, or living environment. Sexual harassment also includes sexual violence, which, in addition to violating MSMU’s zero tolerance policy, is a crime.

Sexual harassment, including sexual violence, encompasses a wide range of conduct. Examples of specifically prohibited conduct include, but are not limited to:

- Promising, directly or indirectly, a student a reward, if the student complies with a sexually oriented request;
- Threatening, directly or indirectly, retaliation against a student if the student refuses to comply with a sexually oriented request;
- Denying, directly or indirectly, a student an education-related opportunity, if the student refuses to comply with a sexually oriented request;
- Engaging in sexually suggestive conversation or physical contact or touching a student;
- Displaying pornographic or sexually oriented materials;
- Telling sexual or “dirty” jokes;
- Engaging in indecent exposure;

- Making unwanted sexual or romantic advances toward a student;
- Spreading sexual rumors or rating other students as to sexual activity or performance; or
- Physical conduct such as assault, touching, or blocking normal movement.

### What to do if you have been the victim of sexual harassment or sexual violence

A student who has experienced an incident of sexual violence or harassment should seek help, support, and information immediately. While the MSMU Health Services Staff is unable to perform procedures related to the collection of evidence for the purposes of pursuing criminal prosecution, they can provide assistance and support. There are many sources for information, assistance and support.

### **If you have experienced an incident of a sexual violence you should consider the following immediate actions:**

- Get to a safe place as quickly as possible.
- Do not blame yourself; this was not your fault.
- Preserve all physical evidence of the incident. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all clothing that you were wearing at the time of the assault and bring them and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not clean or disturb the area where the incident occurred. Do not wash any clothes, towels, or sheets that may contain evidence. This will prevent the loss of valuable evidence, though evidence can still be collected even if you do.
- **In cases of emergency, call 9-1-1. You can also call the Los Angeles Police Department or Campus Security:**
  - L.A.P.D. West L.A. Division (Chalon): 310.444.0702
  - L.A.P.D. Southwest Division (Doheny): 213.485.2582
  - MSMU Emergency Hotline: 310.954.4001
  - Campus Security (Chalon): 310.954.4123/4321
  - Campus Security (Doheny): 213.477.2502/2501
- **Get medical care as soon as possible.**
  - If you have been sexually assaulted and the assault has occurred within the last four days, go to the Santa Monica Rape Treatment Center or another medical clinic that specializes in sexual assault examinations. The Santa Monica Rape Treatment Center can be reached at 310.319.4000 and is open 24 hours a day. The Santa Monica Rape Treatment Center can arrange for free transportation, when needed. It also provides free, confidential medical care and the collection of forensic evidence, if sought. It also provides free crisis counseling. You may also request medications for the prevention of sexually transmitted infections (including HIV) and emergency contraception. If you think you may have been given a rape drug, request that you give a urine and blood sample. These samples need to be collected quickly as these kinds of drugs leave the system quickly.
  - If you have been sexually assaulted and more than four days have passed, go to MSMU's Health Services Office or an area hospital.
- Call a trusted friend, family member or someone else who can provide emotional support.
- Consider notifying a member of the Mount Community Assault, Response, Education and Support Team (M.C.A.R.E.S. Team), which includes campus Advocates, and Campus Security. Many of these resources have after-hours and emergency contacts (contact information is below.)

- **Utilize MSMU and other community resources for immediate and long term assistance.**
  - MSMU Emergency Hotline: .310.954.4001
  - Mount Saint Mary's University Campus Security
    - Chalon (24 Hours): 310.954.4123/4321
    - Doheny (24 Hours): 213.477.2502/2501
    -
  - Residence Life
    - Chalon: 310.954.4325
    - Doheny: 213.477.2661
  - Counseling Services
    - Chalon: 310.954.4114
    - Doheny: 213.477.2668

### Confidentiality

The Mount Community Assault Response, Education and Support Team (M.C.A.R.E.S. Team) includes confidential and non-confidential reporting sources to whom a victim of sexual harassment or sexual violence may report incidents.

### M.C.A.R.E.S. Team Confidential Reporting Sources

Confidential reporting sources are those individuals who, by law, are obligated to maintain confidentiality of the disclosure of sexual misconduct. These individuals are not required to re-disclose information shared with them other than in very extreme and unusual circumstances involving evidence of a serious and imminent threat to the individual making the report or to an identifiable third party.

### **Confidential Reporting Sources include:**

- Dr. Susan Salem, Director of Counseling & Psychological Services, 310.954.4112
- Dr. Kendra Nickerson, Associate Director of Counseling & Psychological Services, 213.477.2668
- Beryl Salvatore, Director of Health Services, 310.954.4111

### Additional M.C.A.R.E.S. Team Non-Confidential College Reporting Sources

University Reporting Sources are individuals who are trained to provide students who report sexual misconduct with information and assistance in obtaining information and support from resources at MSMU and in the Los Angeles community. University Reporting Sources will also provide students with information about the process associated with making a report or a formal complaint of sexual harassment/violence with MSMU or with a law enforcement agency. **Although these reporting sources will endeavor to maintain the privacy of the matter and the individuals involved, they may be required to disclose necessary information to other University officials, on a "need-to-know" basis.** In some circumstances, University Reporting Sources may also be responsible for initiating an investigation of the alleged sexual misconduct. University Reporting Sources include:

- Bernadette Robert, Title IX Coordinator, Associate Vice President for Diversity & Inclusion, 213.477.2511
- Laura Crow, Dean of Student Life (Chalon Campus), 310.954.4130
- Michael McFatrige, Deputy Title IX Coordinator and Lead Special Investigator, Director of Campus Security, 310.954-4080 or 213.477.2995

- o Gail Gresser, Director of Campus Ministry, 310.954.4126
- o Jessica Cuevas, Dean of Student Life (Doheny Campus, 213.477.2571
- o Kimberly Terrill, DOJ Grant Liaison, Director of Community Engagement 213.477.2662
- o Dr. Madeleine Bruning, Veteran Student Program Coordinator, Department of Nursing, 213.477.2630

### Mount Saint Mary's University Response to Reports of Sexual Misconduct

When an incident of sexual misconduct is reported, the University will provide victims with written notice of available options, remedies, and services. This will include:

- How and to whom to formally report these incidents
- Options about involvement of law enforcement and campus authorities, and assistance in notifying law enforcement if the victim chooses, as well as the option to decline to notify authorities
- Other protective measures such as no-contact orders, orders of protection, and alteration of living, academic, and work situations
- Information about the importance of evidence preservation after an incident of sexual assault – specifically, that in order to best preserve evidence, victims should avoid showering, changing clothes, combing hair, drinking, or eating until after a physical exam has been completed
- Available and existing on- and off-campus services such as victim advocacy, counseling, health, mental health, legal assistance, visa and immigration assistance
- Reasonable and available options and assistance with changing academic, living, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement
- Available University disciplinary procedures, and an explanation of those procedures
- Information regarding confidentiality in protective measures and Clery reporting and disclosure

### How to file a formal complaint if you have been the victim of sexual harassment or sexual violence

A student who has experienced sexual harassment or sexual violence should file a formal complaint with MSMU's Title IX Coordinator (Bernadette Gonzaque Robert, Assistant Vice President for Student Affairs at 213.477.2571 or BRobert@msmu.edu or titleIX@msmu.edu) or the Dean of Students, alleging violation of MSMU's "Policy of Zero Tolerance for Harassment, Discrimination and Retaliation / Compliance with Title IX". A complaint form will be provided by the Student Affairs Office and the reporting individuals should complete the form, including a statement of the alleged sexual misconduct and a detailed statement of the facts, witnesses and other evidence supporting the allegations.

Reported incidents of sexual harassment or sexual violence will immediately be investigated by the Title IX Coordinator, the Dean of Students, or their designee and investigations will be conducted in a discreet manner. Investigations will include interviews of the complaining party, the accused party, and others as appropriate. Such interviews will be aimed at providing both parties an opportunity to present evidence and explain his or her version of the events. Information obtained from the investigation will be disclosed only on a need-to-know basis. At the conclusion of the investigation, MSMU will determine whether, based upon a preponderance of the evidence, unlawful activity has occurred and will communicate its findings

in writing to the accused and the complainant. When appropriate and lawful, MSMU will communicate its findings to other persons who are directly concerned.

Absent unforeseen circumstances, investigations will be conducted and completed within 60 days from the date a formal complaint is made. MSMU will provide notice of the outcome, as described above, within 15 days from the date of the conclusion of the investigation. MSMU retains the right to extend these deadlines as necessary to ensure a thorough investigation.

Affected students may also direct complaints to the U.S. Department of Education Office for Civil Rights (1-415-486-5555).

#### Victim Response

MSMU's Student Handbook 2017-2018 includes and addresses both the rights, responsibilities, formal complaint, remedies, appeal, timelines, accommodations, Discrimination and Harassment Policy of Zero Tolerance for Harassment, Discrimination and Retaliation with unlawful discrimination and harassment and sexual discrimination defined along with complainant procedures and investigations, no retaliation, Title IX benefits, and MSMU's Sexual Misconduct Policy.

In conjunction with MSMU's policies for the safety and protection of all students under our procedures of Conduct, Victims are provided with their Victim's rights at the onset of both formal and informal complaints when file/submitted (see attached).

Remedies: Possible remedies under MSMU procedures include corrective steps, measures to provide reasonable accommodations or proper ongoing treatment, or any other action the Vice President for Student Affairs deems appropriate and Title IX Coordinator where appropriate.

#### Protective Measures

MSMU protects both the complainant and respondent in order to ensure his or her safety as necessary. Such steps are taken promptly and appropriately once notice of a sexual violence/misconduct allegation has been provided or once there is reasonable suspicion of such an incident. Victims are notified of their options to avoid contact with the alleged perpetrator and allow to change academic and extracurricular activities including living, transportation, dining, and working situation as appropriate. Victims are also made aware of their Title IX rights. Such measures may be taken through issuance of a University no-contact order and/or campus restriction and/or a victim/respondent's location of on-campus residency might be changed along with course schedules, assignments, or tests; and providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred. Victims are made aware of available resources, such as the University's Student Case Support Manager, housing assistance, academic support, counseling and psychological services, disability services, health services and the right to report a crime to campus or local law enforcement. Even when MSMU has determined that it can respect a complainant's request for confidentiality and therefore may not be able to respond fully to an allegation of sexual violence and initiate formal action against an alleged perpetrator, MSMU will take immediate action to protect the complainant while keeping the identity of the complainant as confidential as possible.

Specific interim measures implemented and the process for implementing those measures varies depending on the facts of each case. MSMU will consider a number of factors in

determining what interim measures to take, including the specific need expressed by the complainant; the age of the students involved; the severity or pervasiveness of the allegations; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation, or job location; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

### Disciplinary Proceedings

The disciplinary processes available for victims of sexual misconduct vary depending on whether the respondent is a student, staff, or faculty member. University disciplinary hearings regarding sexual misconduct will use a “more likely than not” (preponderance of the evidence) standard.

Following a final determination in a University disciplinary procedure, the following sanctions or protective measures may be imposed: permanent dismissal (expulsion), suspension, probation, removal from housing/activities, education programs, community service, no-contact orders, other sanctions as appropriate. The University disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to sexual misconduct, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability. Parties are entitled to the same opportunities to have an advisor of their choice accompany them to any hearing and related meetings. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals.

### Sanctions for Violations of this Policy

Individuals who have been found to have violated this policy may be subject to sanctions, which may include, but are not limited to: written reprimand; restitution; training; no-contact order; referral; housing suspension; housing expulsion; probation (academic or employment); reduction in salary or rank; demotion; removal of administrative appointment; suspension (academic or employment); termination of employment; expulsion; or any other sanction that is determined by the decision-maker to be fair and proportionate to the violation. Faculty members who are subject to sanctions under this policy will receive the procedural protections set forth in the Faculty Handbook.

### What to do if you learn about an incident of sexual harassment or sexual violence

- Advise the individual who has been the victim of sexual harassment or violence that MSMU strictly prohibits all forms of unlawful harassment, discrimination and retaliation, which includes sex discrimination, sexual harassment and sexual violence.
- Assist the individual in accessing these “Materials Regarding Sexual Violence” and MSMU’s “Policy of Zero Tolerance for Harassment, Discrimination and Retaliation / Compliance with Title IX” on myMSMU.
- Encourage the individual who has been the victim of sexual harassment or violence to follow the steps listed above regarding “what to do if you have been the victim of sexual harassment or sexual violence.”
- Advise the individual that you must report the information you learn to MSMU’s Title IX Coordinator. Assure the individual that, while certain information must be shared, MSMU will keep the information as confidential as possible.

- Contact MSMU's Title IX Coordinator (Bernadette Gonzaque Robert, Assistant Vice President for Student Affairs at 213.477.2571 or BRobert@msmu.edu or titleIX@msmu.edu) to report the information. The Title IX Coordinator will reach out to the student or employee to explain his or her rights, and to review reporting options.

### Reporting Obligations for Faculty and Staff

The University recognizes that supervisors (including those who supervise employees and those who supervise students) bear a particularly important responsibility to deter sexual misconduct. Any faculty or staff member (other than those who are statutorily prohibited from reporting) who learns of conduct that may violate this policy must contact the Title IX Coordinator within 24 hours, or as soon as possible. Only those individuals who are statutorily prohibited from reporting (such as health professionals and certain members of Campus Ministry to whom the pastoral privilege applies) shall not have a duty to report to the Title IX Coordinator. If in doubt as to whether certain conduct violates this policy, or if you have any questions about this policy or its application, seek out a member of the MCARES team immediately.

### Other Available Reporting Options

In the event of a safety emergency, individuals should contact the Mount Saint Mary's University Department of Campus Security (DCS) 310.954.4123 (Chalon Campus), 213.477.2502 (Doheny Campus) or the Los Angeles Police Department (LAPD) ([www.lapdonline.org](http://www.lapdonline.org)) Complainants may also choose to file a complaint with DCS or LAPD at any time. At a complainant's request, MCARES or a Title IX Coordinator, as applicable, will be made available to assist in notifying the Los Angeles Police Department.

All complainants have the right to seek a protective order or similar lawful order issued by a criminal or civil court. MCARES and the Title IX Coordinator are available to provide guidance and support throughout this process.

A complainant who wishes to file a criminal complaint or seek a protective order is urged to take steps to preserve evidence, as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. MCARES can provide information to those who require assistance in preserving evidence.

Because the standards for finding a violation of a criminal law are different from the standards articulated in this policy, criminal investigations or reports are not determinative of whether a violation of this policy has occurred. The filing of a complaint under this policy is independent of any criminal investigation or proceeding. The University's investigation may be temporarily delayed while the criminal investigators gather evidence. However, the University will not wait for the conclusion of any criminal investigation or proceeding before beginning its own investigation or taking interim measures to protect the complainant and the University community, if necessary.

Complainants are encouraged to exhaust internal procedures established to enforce this policy before pursuing administrative remedies outside the University. However, the University acknowledges the rights of complainants to seek redress from any external enforcement agency, including the Los Angeles City Attorney's Office, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education. The filing of an external complaint or investigation will not preclude the University from investigating and addressing issues or concerns raised to the University, nor will it preclude a complainant

from receiving assistance from the University in changing academic, living, transportation or working conditions, if such arrangements are reasonably available.

### Retaliation is Strictly Prohibited

Any member of the University community who is determined to have violated MSMU's Policy of Zero Tolerance for Harassment, Discrimination and Retaliation / Compliance with Title IX will be subject to appropriate discipline, up to and including immediate termination or dismissal. Steps will be taken as necessary to prevent any further harassment, discrimination or retaliation and to correct any adverse effects on the complainant and others.

### Faculty and Staff Training

Title IX staff has been trained through professional organizations such as Association for Title IX Administrators (ATIXA), National Center for Higher Ed Risk Management (NCHERM), ASAP Title IX training, Stafford and Associates, Higher Ed topics and T9 Mastered. MSMU has secured professional members with ATIXA since 2011. MSMU's Title IX Coordinator facilitates training specific to MSMU Title IX staff for Title IX deputies, special investigators, Title IX Student Case Manager, the office of Human Resources, MSMU's academic division, Responsible Employees, MSMU's president's Cabinet comprised of 7 executive University administrators, MSMU Trustees and third party vendors.

As all MSMU employees, faculty, staff and students are required to comply with the University's Zero Tolerance with Title IX compliance policy, beginning with fall 2017, online training courses are hosted by Human Resources and the Office for Diversity and Inclusion/Title IX Coordinator. The online course source is Workplace Answers. Online courses include Sexual Harassment and Title IX training. In addition, new faculty and staff are required to participate in new employee orientation where Sexual Harassment and Title IX presented and discussed as every employee of MSMU is identified as a Responsible Employee. Current employees are required to attend in-person Responsible Employee training and in spring 2017, were required to complete both Sexual Harassment and Title IX training through the Workplace Answers online courses. Over the course of the last 21 years, MSMU has sponsored Sexual Harassment training for all supervisory level faculty and staff required every two years.

Title IX information may be found in all University faculty/staff handbooks.

### Student Training

For over 16 years MSMU freshmen have been required to participate in an Athenian Personal Safety/It's on Us first year orientation class within the first 5 weeks of their attendance at MSMU. Such training has been facilitated by MSMU's Counseling and Psychological Services office, Student Affairs, Campus Security, and the Santa Monica Rape Treatment Center and in recent years now included in the training is MSMU's Title IX office. In the last 4 years, during all new student orientations for the university, Title IX and Personal Safety have been presented and discussed.

Title IX information/guidelines may be found in all University student handbooks.

Expected outcome is that ALL MSMU students, faculty, staff and third parties are aware of their responsibility to University protocol, policies and procedures to and for one another for the education, training, awareness, safety and welfare of the MSMU community.

## O. SEXUAL OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. Law enforcement agency information provided by California concerning registered sex offenders may be obtained through the Los Angeles Police Department. For more details please consult the LAPD website at

[http://www.lapdonline.org/general\\_information/faqs/megans\\_law/megans.htm](http://www.lapdonline.org/general_information/faqs/megans_law/megans.htm)

You can also view limited sex offender information online at the Los Angeles County website at [www.lacounty.info](http://www.lacounty.info)

**IMPORTANT SAFETY/SECURITY TELEPHONE NUMBERS**

Mount Saint Mary's University Security- (Main Entrance).....	310.954.4321
Mount Saint Mary's University Security- (Circle Kiosk).....	310.954.4123
Student Affairs.....	310.954.4130
Residence Life.....	310.954.4325
Switchboard.....	310.954.4000
Police, Fire and Ambulance.....	911

