



ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT 2018

William G. Palmmini Jr., Director of Public Safety

Notre Dame de Namur University
1500 Ralston Ave. Belmont, CA 94002 T: (650) 508-3502
DD: (650) 508-3505 E: wpalmini@ndnu.edu

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Mission Statement

The mission of the Notre Dame de Namur University Department of Public Safety is the protection of life and property by providing a safe and secure living, learning and working environment for students, staff, faculty and visitors. The Department of Public Safety will achieve this through the enforcement of Notre Dame de Namur University policies, procedures and regulations as well as local, state and federal laws.

Message from the Director of Public Safety



Thank you for taking the time to read the annual security report. Whether you are faculty, staff, student, or visitor, the Public Safety Department is here to provide you with a safe and secure environment and to meet the educational goals of this institution. We serve the community by providing professional security services twenty-four hours a day, seven days a week, all year round. The Department is committed to providing the campus community with proactive, positive, and professional safety services that are courteous and service-driven. It is my expectation that the professionally-trained members of our department will continually be guided by integrity and a service-oriented mindset to help ensure the safety of our community and support to the University and its visitors that is in keeping with the core values and hallmarks of a Notre Dame de Namur learning community.

The Department of Public Safety

The Department of Public Safety provides safety and security services 24 hours a day, 365 days-a-year. The 50-acre campus and affiliated locations are patrolled on foot and by vehicle. The Department of Public Safety staff includes the Director, an Administrative/Parking Coordinator, full-time and part-time Public Safety Officers, and Student Workers. The Director of Public Safety reports directly to the Dean of Students. The Department of Public Safety office is located in St. Mary's Hall, Rooms 109 and 111, and has a customer service window in the central lobby.

A safe NDNU community begins with each individual. We encourage you to take responsibility for yourself and those around you by becoming familiar with policies and procedures, staying alert and maintaining situational awareness as you move around campus. We also want you to share any concerns you may have with appropriate staff and using common sense and care with personal belongings, keys, valuables, and ID cards.

NDNU Public Safety Officers are not sworn peace officers. All full-time Public Safety Officers are registered with the California Department of Justice, Bureau of Security and Investigative Services and maintain Security Guard licensure. Part-time Public Safety Officers also maintain Security Guard licensure. All Public Safety Officers receive training in patrol procedures, investigations, interviewing, report writing, first aid, CPR, Automatic External Defibrillators (AED), use of handcuffs, and are certified in the use of a Baton and OC Spray (Pepper Spray). All of these devices are deployed for the protection of students, staff, visitors, and Public Safety Officers. Public Safety Officers are authorized to make a citizen's arrest (CA PC 834/837) of any and all persons creating disturbances against the general peace, interfering with the security of campus facilities or grounds, or interfering with or disturbing the safety and the general welfare of the university community. When such a citizen's arrest is necessary, the Department of Public Safety shall, as promptly as possible, notify the Belmont Police Department to come and render assistance as needed and necessary.

The Department of Public Safety maintains a Memorandum of Understanding with the Belmont Police Department and establishes and maintains cooperative working and information sharing relationships with



campus, local, state, and federal law enforcement/public safety agencies. We also maintain individual and institutional memberships in associations and organizations related to the campus safety and security field.

Reporting Emergencies

What is an Emergency? 911-emergency is any situation in which immediate police, fire, or medical response is required to preserve life or property, such as:

- an assault or immediate danger of assault
- chemical spill
- someone choking
- crime in progress
- drowning
- fight
- fire
- serious injury or illness
- situation involving weapons
- sounding of an emergency whistle

If calling from a non-campus phone For immediate police, fire, or medical response, dial 911 from a cell phone or any non-university phone. Belmont Police Department dispatch can also be reached directly at 650-595-7400.



Emergency Call Boxes

Emergency Call boxes are located throughout the campus. By pressing the help button it will allow you to connect directly to the Department of Public Safety. No dialing is necessary. All calls will be responded to, and investigated by a Public Safety Officer.



The “Jeanne Clery Act”

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was initiated by Howard & Connie Clery after their daughter Jeanne was raped and murdered at Lehigh University in 1986. The Clery’s also founded the non-profit Clery Center for Security on Campus (formerly Security On Campus, Inc.) in 1987. Amendments to the Act in 1998 renamed it in memory of their daughter Jeanne. The complete text of the Clery Act and U.S. Department of Education regulations are available on the Clery Center for Security on Campus web site at <http://clerycenter.org/>.

Policy Statement Addressing Campus Law Enforcement

Notre Dame de Namur University Public Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at NDNU. NDNU Public Safety Officers have the authority to issue parking

citations, which are billed to financial accounts of students, faculty and staff. Public Safety Officers do not possess arrest powers. However, California penal code section 837PC permit a private person to arrest another under certain prescribed conditions. This is the authority by which NDNU public safety officers may conduct an arrest on campus. The Public Safety Office at NDNU maintains a highly professional working relationship with the Belmont Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the NDNU Public Safety and Belmont Police Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure crime statistics.

Policy Statement on Preparation and Disclosure of Crime Statistics

The NDNU Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at: <http://www.ndnu.edu/campus-life/public-safety/>. You will also be able to connect to our site via the NDNU home page at <http://www.ndnu.edu/>. This report is prepared in cooperation with the Belmont and Redwood City Police Departments surrounding our main campus and non---campus sites, Housing & Residence Life, the Dean of Students and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the NDNU Department of Public Safety, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Counseling and Health Services) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Counseling and Health Services staff informs their clients of the procedures to report crime to the Department of Public Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an email notification is sent to all enrolled students, current staff and faculty that provides the web site to access this report. Copies of the report may also be obtained at the Department of Public Safety located in St. Mary's Hall rooms 109/111 or by calling (650) 508-3502. All prospective employees may obtain a copy from Human Resources located in the NDNU Suite at 350 Twin Dolphin Dr., Redwood City, CA 94065 or by calling (650) 508-3764. To request a copy be mailed to you, contact the Director at (650) 508-3505.

Policy Statement on Accurate and Prompt Crime Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the NDNU Department of Public Safety in a timely manner. This publication focuses on the Department of Public Safety because it patrols the NDNU campus.

To report a crime or an emergency to the NDNU campus during normal business hours, call the Department of Public Safety at extension 3502 or, from outside the university phone system, (650) 508-3502. To report non-emergency/emergency security or public safety related matter outside normal business hours, call the Department of Public Safety at (650) 508-3502 or cell (650) 504-0656/(650) 740-1483.

Public Safety Officers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, Public Safety Officers will take the required action.

All Department of Public Safety incident reports are forwarded to the Dean of Students for review and potential action by the Office of the Assistant Dean of Students. Public Safety Officers will investigate a report when it is deemed appropriate. Additional information obtained during the investigation will also be forwarded to the Office of the Assistant Dean of Students.

If assistance is required from the Belmont Police Department, they will be contacted by the Department of Public Safety. If a sexual assault should occur, staff on the scene, including the Department of Public Safety, will

offer the complainant a wide variety of assistance and services.

The Department of Public Safety has publications that contain information about on campus and off campus resources. That information is made available to provide NDNU community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for NDNU.

Crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the San Mateo Rape Crisis Center would not be included in the annual crime statistics.

Policy Statement on Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the University email system to students, staff, faculty, and the campus newsletter, *The Pulse*.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to individuals and the NDNU community, the Director of Public Safety may also send a notice on the campus wide emergency text alert system providing the university community with more immediate notification. In such instances, a copy of the notice will be posted in each residence hall, public bulletin board and throughout the campus where students, staff and faculty congregate. Follow up information may also be posted on the Emergency Information section of the Department of Public website located at:

<http://www.ndnu.edu/emergency/>. Anyone with information warranting a timely warning should report the circumstances to the NDNU Department of Public Safety Office, by phone (650) 508-3502/(650) 504-0656 or in person at the office located in the main lobby of St. Mary's Hall room 109/111.

Policy Statement on Security and Access

During business hours, the university (excluding certain housing facilities) will be open to university students, parents, employees, contractors, guests and invitees. During non-business hours access to all university facilities is by key, if issued, or by admittance via the Department of Public Safety or Housing & Residence Life staff. In the case of periods of extended breaks, the university will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Gleason Center and Gellert Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted by the Department of Public Safety. Administrators from the Dean's Office, Residence Life and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Additionally, during the academic year, the directors of Facilities, Housing & Residence Life, Department of Public Safety and Custodial will meet to discuss issues of concern.

Policy Statement on Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Public Safety or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of you and other community members. With such information, the university can keep accurate records of the number of incidents involving students, determine where there is a pattern of

crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the university's annual crimes statistics.

Policy Statement on Limited Voluntary Confidential Reporting

The Department of Public Safety encourages anyone who is the victim or witness to any crime to promptly report the incident to Department of Public Safety or Belmont Police Department. Because police reports are public records under state law, the Belmont Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities (CSAs), as identified below. Confidential reports of crime may also be made to security@ndnu.edu or (650) 508-3502.

CSAs, as defined by the Clery Act, include:

- Campus Police/Campus Security Officers
- Deans (or other senior student administrative personnel)
- Director of Athletics
- Team Coaches
- Residence hall staff
- Student Resident Advisors
- Faculty advisors to student clubs and organizations
- Other campus officials who have "significant responsibility for student and campus activities" such as:
 - Student housing
 - Student discipline
 - Campus judicial hearing officials

Policy Statement Addressing Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities (CSAs). Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such are not considered to be a CSA and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. All personal information is strictly confidential. The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Policy Statement on Sexual Misconduct

Statement of Purpose: The University is committed to maintaining its campus community as a place which is free

from all forms of sexual misconduct. Some examples of sexual misconduct include sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation. All campus community members (students, faculty, and staff) have the right to be free from all forms of sexual misconduct. Likewise, all campus community members are responsible for being familiar with the following information. This policy pertains to students. Faculty and staff should consult their own Handbooks for the relevant policies. The following outlines the various components of this Sexual Misconduct Policy:

1. Definitions

This part of the sexual misconduct policy first defines the various forms of sexual misconduct and other pertinent vocabulary.

2. Procedures

This part of the policy describes the procedures for responding to allegations of sexual misconduct.

3. Rights

This part of the sexual misconduct policy describes the rights of both the complainant (aka 'victim' or 'survivor') and the respondent (aka 'accused' or 'alleged assailant').

4. Title IX Coordinator

The Title IX Coordinator is the person to whom anyone with questions about a sexual misconduct case may be referred. Mary Haesloop, Executive Director for Human Resources and Special Assistant to the President, is NDNU's Title IX Coordinator. In the case of student reports of sexual misconduct she has designated Dr. Marsh Allen Smith as the initial contact or Intake Officer for complaints or concerns. His phone number is (650) 508-3657. His email is masmith@ndnu.edu. If the Intake Officer is unavailable, students may contact the Title IX Coordinator, who will designate someone else to be the initial point of contact.

5. Resources

The University has a number of resources which students, faculty and staff may use if they have experienced, witnessed or are accused of sexual misconduct.

1. DEFINITIONS (*A number of these definitions were taken from ATIXA's Model Policy*):

The following are forms of sexual misconduct and violate University policy:

1. **Non-Consensual Sexual Contact (or attempts to commit the same).** This is any intentional sexual touching, however slight, with any object, by a man or woman or transgendered person upon a man or woman or transgendered person, that is without consent and/or is by force.
2. **Non-Consensual Sexual Intercourse (or attempts to commit the same).** This is any sexual intercourse, with any object or body part, by a man or a woman or a transgendered person upon a man, a woman or a transgendered person, that is without consent and/or is by force.
3. **Other Sexual Misconduct.** Other forms of sexual misconduct include, but are not limited to, the following:

- a) Exposing one's genitals in non-consensual circumstances or inducing someone to expose their genitals
- b) Sexually-based stalking and/or bullying. See the Student Conduct Code for definitions of stalking and bullying. Violence between those in an intimate or romantic relationship

4. Sexual Exploitation is taking non-consensual or abusive sexual advantage of another person. Causing or attempting to cause another person to become drunk, drugged or otherwise incapacitated with the intent of engaging in a sexual behavior is sexual exploitation. Sexual exploitation is also recording, photographing or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts or buttocks) of another person. Other examples of sexual exploitation include allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.) or knowingly transmitting an STD or HIV to another person.

5. Retaliation is any adverse employment or educational action which is taken against a person because of the person's participation in a complaint or investigation of sexual misconduct.

6. Sexual Harassment is unwelcomed, gender---based verbal or physical conduct that is sufficiently severe, persistent or pervasive so that it interferes with, denies or limits someone's ability to participate in or benefit from the university's education program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

Quid Pro Quo sexual harassment exists when there are:

- a) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- b) submission to or rejection of such conduct results in adverse educational or employment action

Hostile Environment is any situation in which there is harassing conduct that is sufficiently severe, pervasive and objective or offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities from both a subjective (the alleged victim's) and an objective (unbiased 3rd party's) viewpoint. The determination of whether an environment is "hostile" could include one or more of the following:

- a) the frequency of the conduct;
- b) the nature and severity of the conduct
- c) whether the conduct was physically threatening;
- d) whether the conduct was humiliating;
- e) the effect of the conduct on the alleged victim's mental or emotional state;
- f) whether the conduct was directed at more than one person
- g) whether the conduct arose in the context of other discriminatory conduct;
- h) whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
- i) whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness
- j) whether the speech or conduct deserves the protection of academic freedom or the 1st Amendment.

ADDITIONAL APPLICABLE DEFINITIONS:

- 1. Consent** is when a person agrees to engage in a particular form of sexual activity through their words or actions. Consent can be given through actions, such as nodding. Consent can be verbally through saying 'Yes'. The actions or words must create mutually understandable, clear permission regarding a person's willingness to participate in a sexual activity.
'No' means that consent is not given. 'No' should never be interpreted as 'yes', or as consent. Silence cannot be interpreted as consent. Likewise, consent to one form of sexual activity does not imply consent to another form of sexual activity. Previous relationships or prior consent does not imply consent to future sexual activity. Consent cannot be given when the other person is incapacitated. Consent cannot be implied by attire, or inferred from buying dinner or spending money on a date.
- 2. Coercion** is a form of force which comprises unreasonable pressure for sexual activity. When someone makes clear that they do not want to participate in a sexual activity, that they want to stop, or that their limit is at a certain point, continued pressure to act beyond that point can be coercive.
- 3. Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Other forms of force include intimidation (implied threats), threats and coercion that overcome resistance or produce consent. For example, "Have sex with me or I'll hit you." "Okay, don't hit me; I'll do what you want."
- 4. Incapacitation** is a state where someone cannot knowingly give consent. It may occur as the result of alcohol or other drug use. This policy also applies to a person who is incapacitated as a result of sleep, mental disability or from ingesting rape drugs (Rohypnol, GHB, Burundanga, Ketomine, etc.). Possession, use and/or distribution of any of these drugs or administering any of these drugs to another person is a violation of this policy.
- 5. Sexual Contact** is the intentional touching of the intimate body parts (breast, buttocks, groin, and genitalia) or touching another person intentionally with these body parts. It is also using force (physical force, violence, threat, intimidation, coercion) to cause a person to touch his or her or another person's intimate body parts, or any intentional bodily contact in a sexual manner.
- 6. Sexual Intercourse** is penetration (oral, anal or vaginal) by a tongue, mouth, penis, finger or an object.

2. PROCEDURES**1. Reporting an Incident**

All University faculty and staff (including para-professional staff such as Resident Assistants) are required to report allegations of sexual misconduct. This report should outline the facts and be submitted either by the online reporting form available on the Office of the Assistant Dean of Students webpage or by written report to the Title IX Coordinator. All members of the University and the wider community are encouraged to make reports via these same methods.

2. Intake Meeting with Complainant:

When the Title IX Coordinator designee (Intake Officer) receives notice of a sexual misconduct allegation, she will schedule a meeting with the complainant to provide a general understanding of this policy and to identify

forms of support (see Resources section below). At this meeting, accommodations concerning academics, University housing and/or University employment will also be discussed.

At the initial intake meeting, the Intake Officer will outline the various options which the complainant has in terms of proceeding. In addition to pursuing the case via the criminal justice system or via a civil court case, the three options via the University to be discussed are:

- a) Keep the complaint confidential, to the extent feasible, and/or not to pursue the complaint
- b) Informal Resolution (after the investigative report)
- c) Formal Resolution via a hearing with the Sexual Misconduct Hearing Board (after the investigative report)

The complainant may indicate which option is most desired at the intake meeting. Alternatively, the complainant may opt for either informal or formal resolution after reviewing the summary investigative report (see #6 below). Sexual misconduct complaints will not be resolved via mediation.

3. Intake Meeting with Respondent:

The Title IX Coordinator designee (Intake Officer) will also meet with the respondent after receiving notice of a sexual misconduct allegation. The purpose of this meeting is to explain the process, to answer any questions and to review any accommodations (see below).

The Chair of the Sexual Misconduct Board may place an administrative hold on the respondent's account so that a transcript may not be released prior to the case being resolved. If this hold is placed on the respondent's account prior to the initial meeting with the Intake Officer, the respondent will be informed at the meeting about this hold. If the respondent objects to his/her account being placed on hold, he/she may appeal to the Provost, whose decision is final.

4. Accommodations

In all complaints of sexual misconduct, the University may issue a 'no-----contact' order. This is usually a directive which prohibits students who are in conflict with one another from having contact in person, or via electronic means. Other actions which may occur include altering a student's academic schedule, University housing or University employment. In every situation, the University will try to minimize unnecessary burdens on both the complainant and the respondent.

5. If the complainant requests confidentiality and/or does not want to pursue the complaint:

If the complainant requests that his or her identity remain confidential and/or does not want to pursue the complaint, the University is still required to investigate and to take reasonable action in regards to the allegation in order to protect the campus community. However, the University's response may be limited, particularly when the respondent's name is unknown. The complainant's request for confidentiality will be weighed against the potential threat a known respondent may pose to the campus community, whether there have been other complaints of sexual misconduct against the respondent, and the respondent's right to receive information about the allegations if the information is maintained by the University as an 'education record' under FERPA. The University reserves the authority to undertake an appropriate investigation, issue a 'no-----contact' order, take interim measures, make accommodations (see Section 4 above) and to resolve a case as it deems appropriate. The University is required to report certain types of sexual misconduct in its annual crime statistics report. The complainant's name and other details of the incident will not be made public in the annual crime report.

The University is also required to report any incident which might be classified as sexual assault to Belmont Police. It is the complainant's right not to file a report with the Police and/or to contact Rape Trauma Services to request the presence of a Sexual Assault Counselor at any time.

6. Investigation

Most sexual misconduct complaints will be investigated. The investigation will be led by a professional staff member who has received training in sexual misconduct cases. The role of the investigator is to be a neutral fact-finder. The investigator will, where possible, have another trained colleague assist in interviewing parties and in gathering information. A typical investigation will include interviews with the complainant, the respondent and third-party witnesses. Photos may be taken at the relevant site and, if they are involved, the investigator will defer to the Belmont Police Department for the collection and preservation of evidence. The completed investigative report will contain summaries of the interviews, photographs (if available) and other related evidence or duty logs and also a detailed analysis of the events. Evidence of past sexual history between the parties may or may not be deemed relevant to the investigation. The investigator will decide the relevancy. An example where this might be relevant would be if past sexual encounters between the parties may have determined effective consent. The investigative report will be prefaced with a summary of findings and recommended actions. In this summary the investigator will:

- a) Review the initial complaint,
- b) Outline key informational points of the investigation,
- c) Whether, using a preponderance of evidence, it is more likely than not that policy violations occurred. The policy violations will be listed, and;
- d) If policy violations are deemed to have occurred, what sanctions are recommended.

The completed investigative report will normally be submitted within 20 work days of the formal complaint being made with the Intake Officer. However, additional time may on occasion be needed to complete the investigative report. The investigative report will be forwarded to the Title IX Coordinator and to the Chair of the Sexual Misconduct Board. The Chair of the Sexual Misconduct Board will then meet separately with the complainant and the respondent. At these meetings, the summary of the investigative report will be available for review. The Chair of the Sexual Misconduct Board may propose modifications to the findings and/or sanctions which are outlined in the summary report.

7. Informal Resolution

The complaint will be informally resolved if both the complainant and the respondent agree to the proposed findings and sanctions proposed by the Chair of the Sexual Misconduct Board. If the complaint is resolved informally, both parties will waive their right to appeal. If either the complainant or the respondent disagrees with the proposed findings and/or sanctions, then a hearing before the Sexual Misconduct Hearing Board will take place. The complainant or respondent should inform the Chair of the Sexual Misconduct Board what aspect of the findings or sanctions they dispute.

8. Formal Resolution Process

The Formal Resolution Process will comprise a hearing by the Sexual Misconduct Board. The following outlines aspects of this process:

a) Notice of Hearing

If after the investigative report the complaint goes to formal resolution, then the Sexual Misconduct Hearing Board Chair will issue notice of formal hearing which states the date, time and place of the hearing and the names of the Board members who are selected to hear the case.

Either the complainant or the respondent may object to the participation of a particular board member. However, this must be received within 72 hours of receiving notice of the hearing. The objection must contain the reasons for the objection. The Chair of the Sexual Misconduct Board will determine whether the objection has merit and has the right to decide whether to uphold the objection and change the Board member.

Hearing notices will be delivered to the complainant and the accused by a Dean of Students staff member. If either party fails to appear at the scheduled hearing, the Board Chair may either postpone the proceedings or have the Board proceed on the basis of the investigative report and other information.

b) Pre-Hearing Submissions

Both the complainant and the respondent may, after receiving notice of the hearing, provide the Board Chair with a list of witnesses whom they would like to call to the hearing. This should be done no later than 72 hours prior to the scheduled hearing. At this time, the complainant and respondent should also provide the Chair with any additional documentation which they would like. The Chair of the Sexual Misconduct Board has the right to deny the use of additional documentation or witnesses whose statements would be deemed inappropriate or irrelevant. Character witnesses are one example of a witness who would be rejected. Both the complainant and the respondent are responsible for ensuring that their witnesses attend the hearing. Likewise, the Chair has the right to call pertinent witnesses to the hearing.

c) The Sexual Misconduct Board: Composition and Limits

The Sexual Misconduct Board comprises the following members:

1. Dean of Students (chair, voting member)
2. Two Faculty / Staff Members (voting members)

An Administrative Assistant and the investigator may also be present. Neither party may vote. The purpose of the administrative assistant is to facilitate the attendance of participating individuals and the recording of the hearing. The faculty / staff members will normally be members of the Student Conduct Board. The Dean of Students will choose which members of the Student Conduct Board will serve on the Sexual Misconduct Board. This will be done on a case by case basis. The decision making process of appointment will be based on the following criteria:

1. The faculty / staff member has attended appropriate training
2. Neither faculty / staff member witnessed the sexual misconduct incident
3. The faculty member does not currently teach either the complainant or the respondent. Wherever possible, the Dean of Students will choose a faculty member who did not teach either student.

4. The faculty / staff member should, wherever possible, be as impartial as possible.

Those closely affiliated with the students (e.g. teaching a course to the complainant or respondent) will not be selected.

No member of the Sexual Misconduct Board may publicly or privately discuss the merits of the complaint with anyone who is not involved in the proceedings, with the parties themselves or with anyone acting on behalf of the parties.

d) Procedures & Format of the Formal Hearing

The Sexual Misconduct Board members who are selected for the hearing will be provided with the full investigative report prior to the hearing. The formal hearing does not follow a courtroom model. Normally witnesses who made statements for the investigative report will only be called when questions regarding their previous statements arise. The Chair of the Sexual Misconduct Board will start the proceedings by asking the Investigator to outline the basis for the complaint, the charges and the evidence leading to the finding and sanction. The Chair may then ask the complainant and the respondent for statements, and call any pertinent witnesses. The Chair will determine the order of the witnesses and resolve any questions of procedure. Only the Chair and Board members may question individuals, unless the Chair gives permission to modify the questioning process. Both parties may ask the Chair in writing or orally to pose specific questions or to ask about specific matters. A break may occur between testimonies in order for such written questions to be formed and submitted. After witnesses have been questioned, both the complainant and the respondent may ask for a short break in order to prepare a closing statement. If the Chair and the Board determine that unresolved issues exist, the hearing may be suspended and reconvened after this information is received. A delay will not occur due to the failure of witnesses to appear or due to the proposed introduction of documents or information which should have been presented prior to the hearing. When requested, the Chair will make arrangements so that the complainant and the respondent avoid contact. This may be done via use of a privacy screen or closed-circuit television. It may alternatively be done by having the complainant and the respondent participate at different times. In latter instances, the Chair will summarize the main points which were presented to the opposing party.

e) Recording

The hearing will be recorded and the recording is the property of the University. The Chair may arrange for a transcript of the recording to be made at the request of either party, but any expense involved will be assumed by the requesting party.

f) Standard of Proof

The University will evaluate the case based on a "preponderance of the evidence." This means that the information pertaining to the case indicates that it is "more likely than not" that the respondent violated aspects of the Sexual Misconduct Policy.

g) Outcome of Hearing

The outcome of the hearing will be given, where possible and after deliberation, at the end of the formal hearing and then delivered in writing no later than ten work days after the conclusion of the formal hearing.

The outcome letter will include the name of the respondent, the violation for which the respondent was or was not found responsible, the essential information on which the findings were based and the sanction, if any.

h) Impact Statement

In cases where the respondent is found responsible for the sexual misconduct, the complainant may present the Sexual Misconduct Board with a statement which recommends a sanction. The respondent will have an opportunity to respond to the impact statement. The Board is not bound by either the impact statement or the response when determining the sanction.

i) Sanctions

The Sexual Misconduct Hearing Board may recommend suspending or expelling any student who is found responsible for sexual misconduct. However, the Board may impose any sanctions which it feels is appropriate. The past violations of the responsible student may be considered. The Board will also consider whether the sanctions will bring an end to the violation in question, reasonably prevent a recurrence of a similar violation and/or whether the sanction(s) mediate the effects the violation had on the complainant and the University community. The sanction imposed by the Board is effective immediately unless the case is appealed. However, in cases where the welfare of the complainant or the University community may be at risk, the Board may make probation, suspension or expulsion immediate pending the outcome of a timely appeal. The Provost may overturn the imposition of such sanctions during the appeals process, or may allow the responsible student to attend classes or engage in another type of University activity on a supervised or monitored basis, or make any other modifications to the original sanction pending the outcome of the appeal.

j) Appeal

Both the complainant and the respondent have the right to appeal the outcome (either the decision of responsibility or the sanction) of the Sexual Misconduct Board. Any appeals must be submitted in writing to the Provost no later than ten work days after receiving the written outcome of the hearing. Upon receiving an appeal, the Provost may appoint a designee to hear the appeal. Either the Provost or designee will inform the other party in writing of the appeal, including the basis for the appeal (i.e. unduly harsh sanction, contestation of responsibility, etc.). In cases where the Provost or designee opts to overturn sanctions which were imposed pending appeal, the complainant will be informed.

The Provost or designee will receive all of the written documentation and will review the recording of the formal hearing. The Provost or designee may also meet with either the complainant or the respondent or any of their witnesses. The complainant and the respondent may bring a support person to the appeal meeting. However, the rule for the support person's participation is the same as the formal hearing; they may offer advice to the student but may not speak on their behalf.

The Provost or designee will inform both the complainant and the respondent of the decision no later than ten calendar days after the final interview with either party or their witnesses. The appeal letter will include the name of the respondent, the violation for which the respondent was or was not found responsible, the essential findings which upheld or overturned the Sexual Misconduct Board's decision and the sanction, if any.

There is no appeal of the Provost or designee's decision.

k) Privacy of Records

Documents which are prepared in anticipation of the hearing (including the investigative report, notice of hearing, the pre-hearing submissions and any other documents) may not be disclosed outside of the hearing process, except as required by law.

The final outcome letter and any appeal letter will be issued concurrently to both the complaining and the respondent. The University neither encourages nor discourages the further disclosure of the Final Outcome Letter and/or Appeal outcome letter by either the complainant or the respondent. The University acknowledges that sharing the Final Outcome Letter with others, including family, friends, legal counsel, mental health professionals and sexual assault advocates or survivors may be a critically important part of a student's healing process.

3. Rights and Responsibilities of the Complainant (aka 'victim' or 'survivor'):

Every student who complains about sexual misconduct has the right to:

1. Invite witnesses who may have information regarding the sexual misconduct allegations. Please note that students do not have the right to bring character witnesses, only witnesses whose statements have direct relevance as to whether the alleged misconduct did or did not occur.
2. Pose questions to the respondent and any witnesses who may have information relevant to the alleged misconduct. This should only be done during the formal hearing process. Please note that in cases where the complainant or witness requests, the Sexual Misconduct Hearing Board may receive this information without the respondent being present. This is to prevent direct confrontation between students, to avoid traumatizing the complainant or witness and also to assist the complainant feel empowered. In such cases where the respondent is not present, the information will be summarized by a member of the Sexual Misconduct Hearing Board.
3. Have a support person attend the hearing. This support person's role is to provide emotional support (See #8 under Student Rights and Responsibilities).
4. Have a reasonably prompt conclusion of the main stages of the sexual misconduct complaint process. The process includes the investigation, hearing and notification of the outcome. 'Reasonably prompt' will usually be around 30 work days to investigate, hold the hearing, make a decision and to receive notice of the outcome of the hearing. However, if additional time is needed for either the hearing or appeals process, then the complainant has the right to be notified.
5. Consult with NDNU's Title IX Coordinator, Mary Haesloop at mhaesloop@ndnu.edu or (650) 508-3651 about the case, particularly about the process.
6. Appeal the outcome of the hearing. Appeals of sexual misconduct cases will be heard by the Provost. They may take up to an additional 20 work days. If more time is needed, then the complainant has the right to be notified of the delay.

Every student who has a complaint has a responsibility to:

1. Participate in the conduct process. This includes becoming informed about the process through reading the relevant policies, contacting the Title IX Coordinator Mary Haesloop and through other means. It also means showing up on time at all hearings or meetings relevant to the case.
2. Avoid contact with the student who is accused. NDNU is a small campus. The University will make every effort to help the complaining and respondent avoid contact. This will be done via a no contact order or, where needed and possible, changing housing and/or class schedules. It is the responsibility of the respondent to avoid contact with the complainant. Where possible, to avoid further incident and to protect the reputation of the students involved, the University recommends that all students involved in a sexual misconduct case (complainant, respondent, witnesses) avoid discussing it with other students.

Rights & responsibilities of the respondent (aka 'accused', 'alleged assailant' or 'alleged perpetrator')**Every responding student has the right to:**

1. Invite witnesses who may have information regarding the sexual misconduct allegations. Please note that students do not have the right to bring character witnesses, only witnesses whose statements have direct relevance as to whether the alleged misconduct did or did not occur.
2. Pose questions to the complainant and any witnesses who may have information relevant to the alleged misconduct. This may only be done during the formal hearing process. Please note that in cases where the complainant or witness requests, the Sexual Misconduct Hearing Board may receive this information without the respondent being present. This is to prevent direct confrontation between students, to avoid traumatizing the complainant or witness and also to assist the complainant feel empowered. In such cases where the respondent is not present, the information will be summarized by a member of the Sexual Misconduct Hearing Board.
3. Have a support person attend the hearing. This support person's role is to provide emotional support (see #8 under Student Rights and Responsibilities).
4. Have a reasonably prompt conclusion of the main stages of the sexual misconduct complaint process. The process includes the investigation, hearing, being notified of the outcome. 'Reasonably prompt' will usually be around 30 days to investigate, hold the hearing, make a decision and to receive notice of the outcome of the hearing. However, if additional time is needed for either the hearing or appeals process, then the complainant has the right to be notified.
5. Consult with NDNU's Title IX Coordinator, Mary Haesloop mhaesloop@ndnu.edu or (650) 508-3651 about the case, particularly the process.
6. Appeal the outcome of the hearing. Appeals of sexual misconduct cases will be heard by the Provost. They may take up to an additional 20 days. If more time is needed, then the complainant has the right to be notified of the delay.

Every respondent has a responsibility to:

1. Participate in the conduct process. This includes becoming informed about the process through reading the relevant policies, contacting the Title IX Coordinator, Mary Haesloop, and through other means. It also means showing up on time at all hearings or meetings relevant to the case.
2. Avoid contact with the student who made the complaint. NDNU is a small campus. The University will make every effort to help the complaining and respondents avoid contact. This will be done via a no---contact order or, where needed and possible, changing housing and/or class schedules. It is the responsibility of the respondent to avoid contact with the complainant. Where possible, to avoid further incident and to protect the reputation of the students involved, the University recommends that all students involved in a sexual misconduct case (complainant, accused, witnesses) avoid discussing it with other students.

4. TITLE IX COORDINATOR

The Title IX Coordinator's responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systematic problems that arise during the review of such complaints. It is also her role to determine whether a complaint should be processed using the student, staff or faculty policies and procedures. Student complaints are normally processed using the policy and procedures outlined here. Mary Haesloop, Executive Director for Human Resources and Special Assistant to the President, is NDNU's Title IX Coordinator. Her phone number is (650) 508-3651. Her email is mhaesloop@ndnu.edu.

5. Resources

Emergency Needs:

911 – Belmont Police Department

Rape Trauma Services 24 hour helpline: 650-692-7273

Medical Needs:

San Mateo County Medical Center – Keller Center for Family Violence Intervention

222 West 39th Avenue, First Floor, San Mateo, CA 94403, (650) 573-2623

Health Services (650) 508-7526; JB 141

On-Campus Student Support Services: Counseling

Services, New Hall, (650) 508-3714

Health Services (650) 508-7526

Title IX Intake Officer, Marsh Allen Smith, (650) 508-3657

Campus Programs Office, (650) 508-3718 (main line – Housing & Residential Life Office (650) 508-3759

Title IX Coordinator, Mary Haesloop, (650) 508-3651; Dean of Students, Dr. Marsh Allen Smith, (650) 508-3459

Other Services:

Public Safety (650) 508-3502, (650) 504-0656 (cell), (650) 740-1483 (cell)

Belmont Police Department, 1215 Ralston Ave., Belmont, CA 94002, (650) 595-7400

Rape Trauma Services (650) 692-RAPE or (650) 692-7273

1. Suggested Procedures to Be Followed by a Student Who has Experienced Sexual Misconduct:**A) What to do immediately**

1. Go to a safe place.
2. Inform someone you trust, such as a friend, and ask them to support you.
3. Inform a University representative, such as a Resident Assistant, Public Safety Officer (650) 504-0656 / (650) 740-1483 or Staff Member on Duty (650) 703-2651. Please note that if any of these University representatives are contacted, they will be obligated to report the incident to Belmont Police and to include the incident in the campus' anonymous reporting of campus crime. However, even if the incident is reported, it is the survivor's choice whether to press charges legally. In order to protect the campus community, the University will be obliged to investigate and, if there is enough information, adjudicate, all reported cases of sexual misconduct following the procedures outlined above.
4. Call Rape Trauma Services (650) 692-7273. Counselors on a hotline are trained to help survivors of sexual assault and harassment, and to offer confidential support and information about legal, medical and mental health resources in San Mateo County.
5. Preserve evidence. You can best do this by not showering, keeping any clothing which may have the assailant's DNA (i.e. hair, saliva, sweat, semen, etc.)
6. Try not to disturb evidence at the scene of the incident. This can be done by making sure that no one enters the area where the assault occurred and by leaving the scene undisturbed. University staff and Belmont PD can help to secure the scene.
7. Seek Immediate Medical Attention. Within 72 hours of an assault, a Physical Evidence Recovery Kit (PERK) can be performed at a hospital. Even if more than 72 hours have elapsed, it is important to seek treatment and testing for physical injuries, pregnancy and sexually transmitted diseases. You can call the police, and they will send an officer to take you to a hospital. If you don't want to call the police, contact another trusted individual to take you to a hospital or health center for referral. If it's an emergency, **dial 911** for the Belmont Police Department or use the other options listed below:

Belmont Police Department: (650) 595-7400

Public Safety Cell Phone: (650) 504-0656 or (650) 740-1483

Housing & Residence Life (650) 508-3759

B) What to do over the next few days

1. Seek out the support of someone you trust, family, friends and/or a counselor. The Counseling Services is located in New Hall E18 and is free of charge to NDNU students. Call (650) 508-3578 to schedule an appointment.

2. Consider reporting the incident to the Police Department and to the University, if you did not do so previously. To report to the University, contact Public Safety, the Title IX Intake Officer, Marsh Allen Smith (masmith@ndnu.edu), or the Title IX Coordinator Mary Haesloop (mhaesloop@ndnu.edu).

Options for Reporting the Sexual Misconduct Incident

A) Reporting to the Police

From a place you feel safe, call 911 and report the incident to the Belmont Police Department. The Belmont Police Department has officers specially trained to deal with sexual assault (non-consensual sexual intercourse) survivors, and, if necessary, will send a patrol car to take you to the hospital. Should you prefer, you can request that a female officer pick you up and take you to the hospital? If possible, bring a change of clothes, as your clothes will most likely be collected as evidence. The police officer will ask you to recount the events of the assault and file this information as an initial report. Answer as honestly as you can, and reply that you don't know or are unsure if you cannot remember.

The police will ask you to undergo a medical exam for the purpose of collecting evidence. This procedure will include an examination of your genitals, anus and mouth for traces of the assailant and a search for evidence elsewhere on your body, including checking under your fingernails and on your clothing. If there are visible signs of the assault such as bruises, scrapes or cuts, the police may photograph them for use as evidence. The medical examination may also include tests for sexually transmitted diseases and pregnancy. The emergency room staff and/or your advocate will advise you of the many options for dealing with these situations.

After your examination, the police will want to make a comprehensive report of the incident. Since your statements may be used by the defense attorney if the case comes to trial, you may want to consider having the presence of legal counsel when making your statement.

B) Making an Anonymous Report to the Police

You may elect to report the incident anonymously. The police will record the date and time of the assault, the mode of operation of the alleged assailant, and any description of the alleged assailant you can give. If you know and/or provide the alleged assailant's name, it will be recorded. This report may influence the District Attorney's decision whether to prosecute another case if the same assailant has been named in one or more separate complaints. Also, the police store the information in the event a pattern of crimes by the alleged assailant is detected.

2. University:

We encourage you to report any sexual misconduct directly to the University. You may decide to pursue action through the University if the respondent is a member of the University community. If the respondent is a student, report the incident to Public Safety, the Title IX Intake Officer (Marsh Allen Smith) or to a Housing & Residential Life or Campus Programs staff member. To assist you in deciding whether to report, you may want to contact the Counseling Center. The University recognizes that many survivors of sexual misconduct desire confidentiality and many will not want the University to investigate and attempt to resolve the incident.

Despite this fact, if officials of the University (including administrators and Public Safety) are notified of the details of an incident, the University has a duty to investigate and to resolve the incident to the extent possible, even without the cooperation of the survivor. This is to prevent any future misconduct on the part of the assailant from occurring. It is therefore very important that for you to understand during its investigation and attempt to resolve the incident, the University

will not be able to assure complete confidentiality or control over the process. However, the University only discloses the information to those who need to know the information about the incident to assist with reaching a resolution.

How to Help a Friend Who Has Experienced Sexual Misconduct:

- a) Believe your friend.** Don't judge or question his/her choices.
- b) Expect a range of emotions,** including lack of emotion and shock.
- c) Be patient.** Allow your friend to move through the recovery process at his/her own pace.
- d) Encourage** him/her to call Rape Trauma Services (650) 692-7273 or to see a counselor, but realize that only your friend can make the decision to get help.

How to Reduce the Risk of Sexual Misconduct:

- a) Be a friend, not a bystander.** Get involved if you see someone at risk. For instance, if someone is drunk and a person is trying to lead them away to an isolated space, intervene and get your friend home safely. You might save your friend from a traumatic experience.
- b) Travel in Packs.** If a situation feels unsafe or uncomfortable, it probably is.
- c) Don't feel obligated** to do anything you don't want to do. "I don't want to" is always a good enough reason.
- d) Watch your drink.** Pay attention while your drink is being prepared, don't set it down and don't take drinks from someone you don't know or fully trust.
- e) Keep your cell phone with you** & only wear one earphone when listening to your iPod. Walk in well-lit, crowded areas. Stay alert and carry cash when going off-campus.

Federal Statistical Reporting Obligations

University officials also have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crimes, to ensure greater community safety.

Federal Timely Warning Reporting Obligations

Survivors of sexual misconduct should also be aware that University administrators must issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the campus community. The University will ensure that a survivor's name and other identifying information is not disclosed, while still providing enough information for students to make safety decisions in light of the danger.

Violence Against Women Reauthorization Act

Purpose

The Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. L. 113-4), which, among other provisions, amended section 485(f) of the HEA, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security related requirements as a condition of their participation in the Title IV, HEA programs. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. VAWA amends section 668.46 of title 34 of the Code of Federal Regulations (CFR) to implement these statutory changes. Additionally, this updated section incorporates provisions added to the Clery Act by the Higher Education Opportunity Act, enacted in 2008.

Policy Statement on Missing Person Notification and Procedures

Purpose

The purpose of the NDNU Missing Person's Policy is to establish procedures for the University's response to a report of a missing student as required under the Higher Education Opportunity Act (HEOA) of 2008.

Policy

The HEOA of 2008 requires institutions of higher education to establish:

- A missing student notification policy for students who reside in on-campus housing
- A process for students to register a confidential contact for use under this policy
- Procedures to implement this policy for students who reside in on-campus housing

If any member of the University community has reason to believe that a student may be missing, he or she should immediately notify the Department of Public Safety office at (650) 508-3502.

This policy applies to students who reside in campus housing, including off-campus apartment units leased by the college for student residences and found to be missing or absent from the University for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. A student will be considered missing immediately, if his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety. Such circumstances could include, but are not limited to; reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.

Procedures

If the initial report that a person is missing is made to a department other than the Public Safety Office, the staff member or faculty receiving the report will ensure that the Public Safety Office is contacted immediately. Students will be given the opportunity during each semester registration process to designate an individual(s) to be contacted by the University "in case of emergency".

Official Notification Procedures for Missing Persons

1. Any individual on campus who has information that a residential student may be a missing person must notify the Public Safety Office as soon as possible.

2. The Public Safety Office will gather information about the residential student from the reporting person and from any of the student's acquaintances:

Description

Clothes last worn

Where student might be

Who student might be with

Vehicle description

Information about the physical and mental well-being of the student

Up to date photograph

Class schedule

3. Appropriate campus staff will be notified to aid in the search for the student.

4. If the above actions are unsuccessful in locating the student within 24 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Public Safety Office will contact the Belmont Police Department to report the student as a missing person and Belmont Police Department will take over the investigation.

5. No later than 24 hours after determining that a residential student is missing, the Associate Provost of Student Affairs and Dean of Students or his designee will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. Contact is contingent upon the correct emergency contact information being made available by the student.

6. Senior University Administration will be notified in accordance with this policy.

Procedures for Designation of Emergency Contact Information

Students age 18 and older and emancipated minors. In the event a student is reported missing Public Safety will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth above. An emergency contact designee will remain in effect until changed or revoked by the student.

Students under the age of 18. In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, the University is required to notify a custodial parent or guardian or confidential contact no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth above.

COMMUNICATIONS

Campus Communications Regarding Missing Students

In all cases of a missing student, where the student is declared missing by the Public Safety Office after an initial investigation, the NDNU Public Information Office will provide information to the media that is designed to obtain public assistance in the search for any missing student. Any media requests to the college will be directed to the Public Information Office. Prior to providing the NDNU community with any information about a missing student, the Public Information Office shall consult with the Public Safety Office and with law enforcement authorities to ensure that communications do not hinder the investigation.

Public Communication

Notre Dame de Namur University, Student Handbook

Notre Dame de Namur University, Website

Notre Dame de Namur University, Division of Student Affairs, Crisis Protocols

Policy Statement on Megan’s Law

Section 290 of the California Penal Code requires people convicted of certain sexual offenses to register with the local law enforcement agency responsible for the jurisdiction in which they reside within five working days of their birthday, and within five working days of changing their address. This is a lifetime requirement. Law enforcement cannot dictate where an offender lives, as long as the offender registers his/her residence with the appropriate jurisdiction. (Complete requirements are listed in Section 290 of the California Penal Code at:

<http://meganslaw.ca.gov/registration/law.htm>

Policy Statement on Drug and Alcohol Abuse Prevention Programs

Introduction: The following report summarizes the ways in which NDNU continues to fulfill the obligations outlined in the Higher Education Opportunities Act (HEOA) in relation to programming and prevention of drug and alcohol abuse. This report discloses incidents related to registered students for the 2017 academic year.

There are two sections to this report. These are:

1. Information which is distributed in writing to each student each year,
2. Information which is provided upon request to the public

Section One fulfills the annual distribution requirements of the federal legislation. The requirements are labeled in italics. The method of distribution follows each category.

Section Two is formatted much like Section One, with the information which is required to be disclosed in italics with the actual data following each italicized section.

1. Information which is distributed in writing to each student each year:

1A. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution’s property or as part of any of the institution’s activities.

Conduct standards are explicitly stated in the Student Conduct Code, which in turn was published as part of the Student Handbook. This is updated and published annually online. Information regarding alcohol and illicit drugs is disseminated to employees through the University’s Employee Handbook for Administrators and Staff, and also via a list which is distributed by the Human Resources Office each year which clarifies what activities are unlawful. Additionally, there is written policy on alcohol and illicit drugs. University employees who need assistance regarding alcohol or illicit drugs may get support via the Employee Assistance Program.

1B. Description of applicable legal sanctions under state, local, and federal law

The applicable legal sanctions under state, local and federal law were published as part of the Student Handbook in the 2017 academic year.

1C. Description of the health risks

The health risks regarding alcohol and drug use were published as part of the Student Handbook in the 2017 academic year.

1D. Description of available counseling, treatment, rehabilitation, or re-entry programs

Notre Dame de Namur University has a Counseling Service which offers assistance to students who are struggling with personal issues including alcohol and/or drug issues. This service is clearly described on its webpages and in a brochure which is provided by Counseling Services.

Students who are identified through the conduct process as having potential issues with alcohol or drugs, or who require more information regarding these topics and the choices they make, received referrals. These referrals involved speaking with a counselor or a trained staff member. Interviews used both motivational interviewing techniques and the harm-reduction model. The aims of using these approaches are to help the student either contemplate or actualize change.

Some students who violated the University's policy regarding marijuana were mandated to use the online marijuana education program which is offered by 3rd Millennium Classrooms. In these instances, students took the online course and then follow-up this course with the in-person motivational interview with a staff member.

1E. Clear statement that institution will impose sanctions for violation of standards of conduct and a description of the sanctions

The Student Handbook clearly states that students will face sanctions, or consequences, for students who are responsible for violating the Student Conduct Code with regard to alcohol and other drug use.

2. Each institution must make available, upon request, to the department of Education and to the public, the information distributed to students and employees and the results of a biennial review of the institution's program that:

2A. Determines the effectiveness of the program and implements needed changes

2A1. The actual educational programs which were offered to students with regard to alcohol and other drugs taken in 2017 include:

- 1) An online alcohol course prior to arrival at NDNU for all new freshmen
- 2) A refresher online alcohol course during Fall Semester for all new freshmen
- 3) A presentation about the conduct code during orientation for athletes in Fall Semester
- 4) Sanctions for first-time, less serious cases (e.g., underage co-location with alcohol) included verbal and written warnings and informing coaches when students were in athletic programs. More serious cases, such as alcohol poisoning or repeated incidents of alcohol violation, resulted in parental notification, disciplinary probation

and/or a warning about or removal from housing.

5) An educational program relating to alcohol and other drugs was also offered in Spring Semester by Counseling & Health Services and the Conduct Office. This was open to all residential and commuter students.

6) An Alcohol & Drug Awareness Day took place in September, as a joint initiative between Health and Wellness, Conduct and the Student Life & Leadership Office (Campus Programs). An information fair took place during the lunch hours. Organizations from around the Bay Area attended the information fair, including Alcoholic Anonymous, Al Anon, and Belmont Police, Belmont Fire Department. There were also activities offered such as using drunk goggles to simulate the effects various measures of alcohol might have on an individual student. Health Services provided drug education through an interactive “Wheel of Misfortune” game.

7) Students found responsible for serious or repeated alcohol violations received one to one intervention counseling which aimed to do an intake of use and to use motivational interviewing techniques to prompt change.

8) Publications from the Student Conduct Office and Counseling & Health Services concerning alcohol and marijuana were distributed to all new freshmen during presentations regarding these topics during Week of Welcome, and also to individual students who were responsible for violating the Conduct Code throughout the year.

2A2. Effectiveness of the Program:

One way in which the programs were measured for effectiveness was by directly assessing the student learning after each program. Students were assessed in the online program Alcohol Wise for all incoming freshmen. These sanctioned online programs for alcohol or marijuana were also stressed during the “Under the Influence” and “Marijuana 101” from 3rd Millennium Classrooms respectively.

Table 1: Results of Alcohol Assessment for the Different Programs Offered in 2017

The percentage of students who demonstrated they had acquired at least baseline knowledge of alcohol facts is shown for the programs which were assessed this past year.

Alcohol Education Event	Fall Alcohol Education Workshop	Sanctioned Marijuana Online Course	Sanctioned Alcohol Course	Online Alcohol Course For Freshmen
Students Who Passed the Alcohol Assessment	100%	90%	90%	99.4%

Another way in which the program’s effectiveness was measured is through analyzing the number of alcohol and drug related incidents on campus (Table 2). This past year there was one fewer alcohol-related incident on campus relative to the previous year. There was a slight increase in the drug-related incidents. All of the drug-related incidents involved marijuana.

Table 2: The Number of Alcohol and Drug Related Incidents on Campus

The number of alcohol and drug related incidents occurring on campus dropped relative to previous years.

	2015	2016	2017
Alcohol-related incidents	89	64	84
Drug-related incidents	22	30	77

2A3: Implementing Needed Changes:

During the past academic year it was rare to encounter a student who was unaware of NDNU’s Alcohol Policy. In the next academic year, programming efforts will continue. Where possible, the incorporation of motivational interview style techniques will be used in these workshops to encourage students to make better choices.

2B. Determines the number of drug and alcohol-related violations and fatalities that occur on the institution’s campus or as part of the institution’s activities, and are reported to campus officials

There were no drug or alcohol related fatalities in the 2017 academic year.

Policy Statement on Student Alcohol & Other Drugs

The Student Alcohol and Other Drug Policy was established in compliance with the Drug-Free Schools and Communities Act of 1989. As part of its drug and alcohol prevention program for students, NDNU distributes in writing, via the Student Handbook, the following information:

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
2. A clear statement of the disciplinary sanctions that the University will impose on students and employees who violate the standards of conduct;
3. A description of applicable local, state and federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs or alcohol; and
4. A description of health risks associated with the use of illicit, abuse of prescription and over-the-counter drugs as well as the abuse of alcohol.

NDNU is committed to the education of students regarding the responsible use of alcohol, as well as the consequences and possible outcomes stemming from the misuse or abuse of alcohol. The abuse of alcohol or illicit drugs is not compatible with an optimal environment for learning and growing. NDNU further recognizes that alcoholism and drug addiction are illnesses and should be treated as such. Reflecting this belief, and reflecting the fact that the University has an obligation to create an environment conducive to health and responsible choices, this policy establishes reasonable guidelines and procedures for the responsible use of alcohol for those of legal age, and for the prohibition of illicit drugs within the campus community.

The campus community is specifically defined as including all students, staff, and faculty. Alcohol and illicit drugs pose risks to the health and safety of individuals, communities, and society. University policies regarding alcohol and other drug consumption, availability, and problems are therefore designed to minimize these risks.

NDNU abides by federal and state laws regarding the use of alcohol. Only persons 21 years of age or older may possess and consume alcoholic beverages. Alcoholic beverages and containers are not permitted in public areas, e.g. lounges, pool area, parking lots, academic buildings, and cafe. Once opened, no containers with alcohol may be removed from an individual residence hall room/apartment except for the purposes of disposal, preferably being transported in a bag or other container. No common source containers of alcohol (e.g. kegs, party balls, etc.) are permitted on campus. Public intoxication and serving a minor are not permitted, nor is possessing alcohol in the presence of a minor.

Abstinence from alcohol is encouraged and provided for in all circumstances.

Responsible (i.e. legal and moderate) consumption of alcohol in low-risk situations is supported, for those of legal age.

Heavy consumption of alcohol is discouraged in all situations.

Any alcohol consumption prior to or during high-risk conditions (e.g. active sports, driving, machinery operation, pregnancy, etc.) is dangerous and clearly discouraged.

The use of any and all illicit drugs (including performance-enhancing substances such as anabolic steroids) is not permitted.

The use or possession of drug paraphernalia on campus is not permitted.

The sale of any illicit drug on campus is not permitted and constitutes grounds for expulsion from the University.

In cases of high-risk drinking or use of other-drug behavior, University action may result in suspension or expulsion from the University. If there are significant extenuating circumstances and/or an agreement with the student to participate in alcohol or other drug counseling and rehabilitation program, the student may be permitted to continue enrollment.

Illicit Drug Prohibitions

The use of any and all illicit drugs (including performance enhancing substances such as anabolic steroids) is not permitted. Such behavior is subject to disciplinary action. The sale of any illicit drug on campus is grounds for sanctions up to and including expulsion.

The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state law. The University reserves the right to refer cases to federal, state and/or local authorities.

Individuals involved in the sale or transfer of illegal drugs are subject to suspension or expulsion from the University. In cases of use or possession of illicit drugs, University action may result in suspension from the University or expulsion from the University. If there are significant extenuating circumstances and/or an agreement with the student to participate in drug screening and a drug counseling and rehabilitation program, the student may be permitted to continue enrollment.

The University reserves the right to evict a resident student involved in the use or possession of a controlled substance, or drug related paraphernalia, from student housing at any time during the academic year.

All administrative or conduct-related action is subject to appeal in accordance with the procedures outlined in the Student Conduct Code.

Disciplinary Sanctions

NDNU has the authority to initiate disciplinary procedures for violations of the Student Code of Conduct that may result in disciplinary sanctions. Charges of violating the Alcohol and Illicit Drug Policy will be initiated against students who violate this and/or other University rules and regulations while under the influence of alcohol or illicit drugs. Sanctions will vary depending on the nature of the offense.

Possible sanctions may also include, but are not limited to: attending and/or sponsoring alcohol or other drug education programs, writing reflection papers, restitution, community service, removal from University Housing, being declared persona non grata in University Housing, suspension or expulsion.

The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state law.

All administrative or conduct action is subject to appeal in accordance with the procedures outlined in the Student Conduct Code.

Legal Sanctions

The unlawful manufacture, distribution, possession, and/or use of controlled substances or alcohol are regulated by a number of federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to

denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.

The following is a list of some of the laws pertaining to the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. Because laws change from time to time, the information provided below is illustrative, not exhaustive. Generally, it is a criminal offense:

To illegally manufacture, sell, distribute, or possess controlled substances (those listed in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) (21 U.S.C. 828, 841, 844, 859, 860) ;

To unlawfully possess or possess for sale controlled substances (those listed in Cal. Health & Safety Code 11054, 11055, 11056, 11057, 11058);

To possess, cultivate, sell or possess for sale marijuana (Cal. Health & Safety Codes 11357, 11358, 11359); To use or be under the influence of a controlled substance (Cal. Health & Safety Code 11550);

To transport, sell, or distribute marijuana to a minor or to use a minor to transport, sell, or distribute marijuana (Cal. Health & Safety Code 11361);

To possess, furnish or manufacture drug paraphernalia (Cal. Health & Safety Code 11362, et seq.);

To provide any alcoholic beverage to a person under 21 or to any obviously intoxicated person (Cal. Bus. & Prof. Code 25658; 25602);

To be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others (Cal. Penal Code 647(f));

For persons under 21 to have any container of alcohol in any public place or any place open to the public (California Bus. & Prof. Code 25662);

To operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (Cal. Vehicle. Code 23152);

For any person under the age of 21 to operate a motor vehicle with a blood alcohol level of .05% or higher (California Vehicle Code 23140);

To have an open container of alcohol in a motor vehicle and for persons under 21 to drive a vehicle carrying alcohol or to possess alcohol while in a motor vehicle (Cal. Vehicle. Code 23223; 23224);

To have in one's possession or to use false evidence of age and identity to purchase alcohol (Cal. Bus. & Prof. Code 25661).

For any person under age 21 to purchase alcohol (Cal. Bus. & Prof. Code 25658.5).

Parental Notification Policy for Alcohol and Other Drug Policy Violations

The NDNU Division of Student Affairs is committed to the development of a personal and community experience which significantly contributes to the intellectual, spiritual, and psychological education and

development of students. The University's Parental Notification Policy for Alcohol and Other Drug Violations is aligned with the Higher Education Amendments of 1998 which permits an educational institution to disclose to the parents or legal guardians of a student information regarding these student's violation of any federal, state, or local law or any rule or policy of an institution governing the use or possession of alcohol or a controlled substance, if the student is under age 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession. The 1998 amendment further provides that this determination is not impinging upon a conduct hearing or process. Whenever possible, students will be notified in advance that his/her parent(s) or guardian(s) are to be contacted. NDNU may exercise this right under any of the following circumstances:

A student is transported to a medical facility for treatment related to alcohol or drug use.

A student causes harm to him/herself or another while under the influence of alcohol or illicit drugs.

A student is arrested or taken into police custody while under the influence of alcohol or illicit drugs.

A student is responsible for vandalism or other destruction of property while under the influence of alcohol or illicit drugs.

A student operates a vehicle while under the influence of alcohol or illicit drugs.

A student disrupts teaching, disciplinary procedures, classroom learning or other University activities while under the influence of alcohol or illicit drugs.

Information regarding a student is needed from a parent or guardian in connection with an emergency to protect the health and safety of the student or another individual.

A student shows a pattern of alcohol violations within an academic semester.

Other circumstances as determined by the Dean of Students, or his or her designee, to be appropriate (i.e. life threatening situations, mental illness, etc.).

Counseling Services: A Commitment to Help

A problem exists when one's use of alcohol or illicit drugs causes physical or emotional harm, impairs one's judgment, infringes upon the rights of others, or interferes with one's work, relationships, or daily life. NDNU regards an alcohol or other drug problem as it does other behavioral/medical ones, and does not attach a moral or social stigma to such personal difficulties. Alcohol and other chemical dependency problems can be treated successfully if they are identified as early as possible and if appropriate treatment programs are promptly instituted. NDNU is committed to providing resources for prevention programs and referral for treatment as needed. Specifically, workshops, counseling sessions, and referrals are available. For more information, contact Counseling & Health Services at (650) 508-3578.

Alcohol Education and Prevention Websites:

The following websites contain information regarding alcohol and other drug education and prevention:

Al-Anon offers support to friends and family members of problem drinkers.

<http://www.al-anon.alateen.org/>

Alcoholics Anonymous gives information and support to people questioning or struggling with alcohol addiction.

<http://www.aa.org/>

American Psychological Association offers self-help brochures on mental health and psychological issues, including drug and alcohol abuse.

<http://www.apa.org>

Go Ask Alice provides answers to many questions regarding alcohol and drug use, sexuality, emotional health, and relationships.

<http://www.goaskalice.columbia.edu/>

Half of Us is a website that de-stigmatizes mental health and encourages young people to seek out ways to improve their state of mind. There are sections on alcohol, depression, suicide, eating disorders, anxiety, and stress.

<http://www.halfofus.com/>

Mental Health Screening offers free, online, and confidential self-assessment screenings for alcohol abuse, depression, anxiety, eating disorders, and more.

<http://www.mentalhealthscreening.org/>

National Institute on Alcohol Abuse and Alcoholism provides comprehensive information and resources on alcohol and health.

<http://www.niaaa.nih.gov/>

National Institute on Drug Abuse provides comprehensive information on illicit drugs.

<http://www.drugabuse.gov/>

The Partnership at Drugfree.Org has information and resources for people who need help with or need to know more about alcohol and illicit drugs.

<http://www.drugfree.org/>

Health Risks

Emergency Information Regarding Alcohol and Illicit Drugs:

When Alcohol Use Is Involved, Why Call?

Students may be impaired or intoxicated by alcohol or drug use. Serious medical consequences can occur when well-meaning friends of an intoxicated or impaired student risk a student's physical well-being by taking care of the student themselves. Not every person knows if they have had too much to drink and there is a chance that you may be with another person whose drinking is at a dangerous level. Dangerous impairment by drugs may also not be immediately recognizable. Even a person who has consumed only a small amount of alcohol may be experiencing a dangerous interaction with illegal or prescription drugs or may have other complicating health conditions. In these rare circumstances, the University's priority is the preservation of life. A Student should not hesitate to contact Public Safety or Residential Life Professional Staff or Resident Assistants in these circumstances. Many symptoms and factors can contribute to medical emergencies such as alcohol poisoning, drug impairment, other specific medical conditions, or interactions between all three, and serious consequences can result.

Public Safety Cell Phones: (650) 504-0656 / Office No: (650) 740-1483

Housing & Residence Life Pro Staff Office No: (650) 703-2051

Resident Assistants: (650) 703-2052 / (650) 703-2053

When Alcohol Is Not Involved, Why Call?

You may be faced with a medical emergency when alcohol use is not involved.

For students with a medical emergency resulting from ailments such as asthma, diabetes, allergic reactions, epilepsy or other conditions who appear to need help, please contact the Department of Public Safety, Senior Housing & Residential Life Staff or Resident Assistants for medical help. Do not take chances with another person's health and safety by assuming that everything will be alright. Sometimes a person in medical distress needs YOU to make the call. If you are unsure if a person's life is in danger, but you think it might be, make the call. You may need to ignore statements by the student in distress regarding whether or not they want you to call for help. Remember, their judgment may be impaired by their medical condition. Immediately contact the Department of Public Safety, Residential Life Professional Staff or Resident Assistants for help at the numbers listed above, and if they cannot be contacted, call 911.

How to Recognize a Medical Emergency

Dangerous medical situations involving alcohol or drugs, or other dangerous medical conditions can come in many shapes and forms. You may not recognize the signs of an emergency because you have become accustomed to behaviors that may look normal when you or others are under the influence of drugs or alcohol. It is important to be aware and understand that a person, whether under the influence of alcohol or drugs, or not, who is unable to perform normal functions may be in a dangerous situation and need medical help immediately. Contact the Department of Public Safety, Residential Life Professional Staff or RA's when a person:

Is passed out and cannot be roused or awakened or cannot stay awake or conscious; has difficulty speaking coherently or comprehending others or the situation around them; has difficulty sitting, standing or walking or cannot do this without assistance; is vomiting.

Dangerous medical situations may result in falling, becoming unconscious or choking on vomit. Even if a person appears to be “sleeping it off,” they may still have alcohol or drugs in their system that may still present a danger.

Policy Statement on Emergency Preparedness, Response & Resources

The health and safety of the NDNU community is our top priority. NDNU is committed toward our Emergency Preparedness Program.

While it is inevitable that natural or human-caused events will negatively affect us in our homes, schools and businesses, careful planning and preparation can reduce or minimize the impact of such incidents. Whether we experience an earthquake, wildfire, power outage or other emergency situation, each of us can take steps now that can help us successfully overcome the crisis. Please follow these links for more information on personal and family preparedness: [Governor's Office of Emergency Services](#) and [Ready.gov](#).

During an emergency that impacts the NDNU campus, the Department of Public Safety takes immediate actions to minimize injury, loss of life and property damage. NDNU works in close coordination with local, county, and state emergency services personnel. The NDNU Emergency Response Guide can be found at:

<http://www.ndnu.edu/wp-content/uploads/2013/08/emergency-response-guide.pdf>

Policy Statement on Fire Safety

It is the policy of NDNU to provide students, staff, faculty, and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University's Fire Prevention Program is to recognize hazardous condition and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all university buildings; (2) increase the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third party fire safety audits via our insurance consortia. Regarding Fire Safety Inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local authority having jurisdiction such as Belmont Fire Department. Basic fire safety instructions will be provided during new employee orientation. Additional training is available by request form a department or group of employees. Basic fire safety instruction is provided to all Student Residence Life Staff living in Resident Halls who attend the orientation program at the beginning of each academic year. Fire exits drills will be conducted as follows: (1) Administrative buildings one/year, (2) Academic buildings one/year, (3) Resident halls twice/year. The NDNU Department of Public Safety will coordinate with the Belmont Police and Belmont Fire Department in the investigation of each fire incident.

To minimize the potential for fires at NDNU, it is the policy of the University to prohibit open burning and the use of combustible decorations at all times. Open burning as defined by the university is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbeque grills (except for those permanently installed and portables at least 50 feet from any building) and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics.

All decorations and ornaments must be of fire-resistant or no-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguisher, sprinkler heads and piping, smoke detectors, fire alarms pull boxes, etc.) on or near exits, on or near emergency lights, on or near any other protective or operating features provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Removal of all decorations, ornaments and displays are required immediately after the event. Decorative light including holidays light as well as flood lights extension cords or electrically operated ornaments must be U.L. rated and approved for use.

Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce electric shock. Only heavy-duty extension cords and decorative lights in good conditions (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.) on or near exits, on or near exit or emergency lights on or near any other protective or operating feature provided by the University, or in any manner that would present a fall or trip hazard, that would impede egress. Extension cords or decorating light may not be routed under rug or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress. It is the policy of the University that only artificial holiday trees will be used and should be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic, do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinklers heads and piping, fire alarm pull boxes, smoke detectors, etc.) or places in any manner that could present a fall or trip hazard, or impede egress. Holiday tree lights must be unplugged at the end of each day, and removed after the event or holiday season. Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and or clinical settings. Avoid spraying around exits, exits signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinklers heads and piping, fire alarm pull boxes, smoke detectors, etc.).

The following is the list of room regulations every resident must follow. The list is posted in every residence hall room.

Smoke detectors are located in all residence hall sleeping rooms as a source of early warning in case of fire. To ensure it is working properly, test your smoke detector monthly. Smoke detectors can be tested by pushing the test button on the bottom of the detector. If a loud shrill alarm is produced by the detector, it is working properly. If the detector fails to sound an alarm or if it emits a short beep intermittently, the battery in the detectors must be replaced. Contact Public Safety and/or the Facilities Department for replacement.

All extension cords must be three-wire, three prong type, and must be constructed with a minimum of 16-gauge wire. (Gauge numbers vary inversely with capacity). Cords must be well-maintained, with no breaks in the insulation.

Light-construction, multiple-outlet devices (cube taps) that plug directly into outlets are not authorized. Heavy-duty, multiple-outlet devices equipped with internal breaker protection, three-wire, three prong ground protection, and 16 gauge or heavier wires is authorized. Authorized extension cords may be equipped with multiple outlets, as long as the outlet fitting is a single-piece, fused-rubber type that is an integral component of the extension cord.

Not more than one high-wattage appliance such as a hair dryer, water warmer, etc., may be connected to a single wall outlet at one time.

All appliances must be sufficiently protected from shock hazards and must be maintained in good repair, with no insulation damage or exposed wires.

Electrical cooking equipment such as fry pans, toasters, hot oil popcorn poppers, hot plates, personal microwaves, etc., are not authorized for use in student rooms. Well maintained hot air popcorn poppers, coffee pots, bread making machines, and water warmers are allowed only if they are placed on a non-combustible surface such as ceramic or insulated metal.

Electrical cords must not be crushed, compressed, constricted, or coiled in a manner that may cause breakdown of insulation, cause heat, or cause an induced current to appear in adjacent metal objects. Modification of electrical wiring is not permitted. Electrical cords shall not run through walls, ceilings, floors, doorways or windows, or across exits.

Portable space heaters are not allowed.

Draperies, tapestries, blankets, or posters that are displayed on walls and doors in a manner which would facilitate ignition, block exits or fire detection units, or present overhead fire hazards are not authorized.

Student-constructed furniture, posters, papers, and combustible decorations may not be present in sufficient amounts to constitute an excessive combustible fire load nor can fire safety devices be obstructed.

Decisions concerning fire load violations will be rendered in accordance with the judgment of the inspector and the following inspection guidelines:

Combustible wall paneling is prohibited.

Not more than 50% of room wall space may be covered with combustible decorations.

Full floor carpeting is allowed only on the original floor. (No carpet on walls, doors, ceilings, etc.)

Student-made bunk constructions, shelves, or tables are allowed within a 100 board-foot maximum limit per room, as long as all exposed wood is treated with a minimum of three coats of approved flame retardant paint. Bunk constructions, including mattresses, can be no more than 72 inches above room floor level. It is strongly recommended that residents utilize noncombustible materials whenever possible student-made construction to limit fire load. Furthermore, all installations are subject to approval as to structural integrity and safety by representatives of Housing & Residential Life following installation.

Anything which hinders quick exit from a room (e.g. messy room, furniture, etc.) is prohibited and must be corrected.

Life safety signs on the inside of each residence room door shall be visible at all times. If the placard has been torn or defaced, a new placard shall be obtained from Housing Services and placed over the existing placard.

Decorations must be non-combustible or flame proofed. Paper and streamers attached to ceilings are not allowed. All decorations must be removed no later than three days following a holiday; Christmas/Chanukah/Kwanza/Ramadan decorations must be removed before semester break. Christmas trees and decorations are prohibited in hallways and elevator rooms. Flame resistant artificial trees are permitted in rooms and lounges only. Decorative lighting must be well maintained and bear the—UL III label. Lights must be unplugged when unattended.

Special permission from Public Safety and the Housing Office is required if decorative lights are to be used anywhere other than on Christmas trees (i.e. around one's room and in doorway is prohibited).

Decorations in hallways are limited to room doors

NDNU Fire Safety Guidelines EMERGENCY EXITS

Do not prop open, hold open, or obstruct designated fire doors.

Do not lock or otherwise close a fire door or exit door to prevent or impede exit.

Remove all obstruction from emergency exits and corridors.

Report blocked or locked fire exits to The Public Safety and Housing Offices.

Do not obstruct fire alarm boxes, fire hoses, fire standpipes, fire extinguishers, fire sprinkler heads, fire/smoke detectors, or any other fire protection equipment. NOTE: Each sprinkler head must have a minimum of 18 inches of clearance.

Crime Statistics

Criminal Offense	Criminal Offenses On campus		Total occurrences	
	2015	2016	2017	
Murder/Non-Negligent Manslaughter	0	0	0	
Negligent Manslaughter	0	0	0	
Rape	2	0	0	
Fondling	1	0	0	
Sex Offenses Non-Forcible	0	0	0	
Domestic Violence	0	0	0	
Dating Violence	0	0	2	
Stalking	0	0	0	
Robbery	0	0	0	
Aggravated Assault	0	0	0	
Burglary	0	0	0	
Motor Vehicle Theft	0	0	0	
Arson	0	0	0	

Criminal Offense	Criminal Offenses On campus Student Housing Facilities		Total occurrences	
	2015	2016	2017	
Murder/Non-Negligent Manslaughter	0	0	0	
Negligent Manslaughter	0	0	0	
Rape	2	0	0	
Fondling	0	0	0	
Sex Offenses Non-Forcible	0	0	0	
Domestic Violence	0	0	0	
Dating Violence	0	0	1	
Stalking	0	0	0	
Robbery	0	0	0	
Aggravated Assault	0	0	0	
Burglary	0	0	0	
Motor Vehicle Theft	0	0	0	
Arson	0	0	0	

Crime Statistics

Criminal Offense	Criminal Offenses Non Campus		Total occurrences		
	2015	2016	2017		
Murder/Non-Negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
Rape	0	0	0		
Fondling	0	0	0		
Sex Offenses Non-Forcible	0	0	0		
Domestic Violence	0	0	0		
Dating Violence	0	0	0		
Stalking	0	0	0		
Robbery	0	0	0		
Aggravated Assault	0	0	0		
Burglary	0	0	0		
Motor Vehicle Theft	0	0	0		
Arson	0	0	0		

Criminal Offense	Criminal Offenses Public Property		Total occurrences		
	2015	2016	2017		
Murder/Non-Negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
Rape	0	0	0		
Fondling	0	0	0		
Sex Offenses Non-Forcible	0	0	0		
Domestic Violence	0	0	0		
Dating Violence	0	0	0		
Stalking	0	0	0		
Robbery	0	0	0		
Aggravated Assault	0	0	0		
Burglary	0	0	0		
Motor Vehicle Theft	0	0	0		
Arson	0	0	0		

Hate Crime Statistics

Occurrences of Hate Crimes on Campus							
Criminal offense	2017 Total	Category of Bias for crimes reported in 2017					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny---Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes on Campus			
Criminal offense	2017 Total	Category of Bias for crimes reported in 2017	
		Ethnicity	National Origin
Murder/Non-Negligent manslaughter	0	0	0
Negligent manslaughter			
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Hate Crime Statistics

Occurrences of Hate Crimes on Campus							
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes on Campus			
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016	
		Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter			
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Hate Crime Statistics

Occurrences of Hate Crimes on Campus							
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes on Campus			
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015	
		Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter			
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Hate Crime Statistics

Occurrences of Hate Crimes on Campus Student Housing Facilities							
Criminal offense	2017 Total	Category of Bias for crimes reported in 2017					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes on Campus Student Housing Facilities				
Criminal offense	2017 Total	Category of Bias for crimes reported in 2017		
		Ethnicity	National Origin	
Murder/Non-Negligent Manslaughter	0	0	0	
Negligent Manslaughter				
Sexual Assault	0	0	0	
Domestic Violence	0	0	0	
Dating Violence	0	0	0	
Stalking	0	0	0	
Robbery	0	0	0	
Aggravated Assault	0	0	0	
Burglary	0	0	0	
Motor Vehicle Theft	0	0	0	
Arson	0	0	0	
Simple Assault	0	0	0	
Larceny-Theft	0	0	0	
Intimidation	0	0	0	
Destruction/Damage/Vandalism	0	0	0	

Hate Crime Statistics

Occurrences of Hate Crimes on Campus Student Housing Facilities							
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes on Campus Student Housing Facilities				
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016		
		Ethnicity	National Origin	
Murder/Non-Negligent Manslaughter	0	0	0	
Negligent Manslaughter				
Sexual Assault	0	0	0	
Domestic Violence	0	0	0	
Dating Violence	0	0	0	
Stalking	0	0	0	
Robbery	0	0	0	
Aggravated Assault	0	0	0	
Burglary	0	0	0	
Motor Vehicle Theft	0	0	0	
Arson	0	0	0	
Simple Assault	0	0	0	
Larceny-Theft	0	0	0	
Intimidation	0	0	0	
Destruction/Damage/Vandalism	0	0	0	

Hate Crime Statistics

Occurrences of Hate Crimes on Campus Student Housing Facilities							
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes on Campus Student Housing Facilities			
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015	
		Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter			
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Hate Crime Statistics

Occurrences of Hate Crimes for Non Campus							
Criminal offense	2017 Total	Category of Bias for crimes reported in 2017					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes for Non Campus			
Criminal offense	2017 Total	Category of Bias for crimes reported in 2017	
		Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter			
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Hate Crime Statistics

Occurrences of Hate Crimes for Non Campus							
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes for Non Campus			
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016	
		Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter			
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Hate Crime Statistics

Occurrences of Hate Crimes for Non-Campus							
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes for Non Campus			
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015	
		Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter			
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny---Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Hate Crime Statistics

Occurrences of Hate Crimes on Public Property							
Criminal offense	2017 Total	Category of Bias for crimes reported in 2017					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes on Public Property			
Criminal offense	2017 Total	Category of Bias for crimes reported in 2017	
		Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter			
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Hate Crime Statistics

Occurrences of Hate Crimes on Public Property							
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes on Public Property			
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016	
		Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter			
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Hate Crime Statistics

Occurrences of Hate Crimes on Public Property							
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015					
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter							
Sexual Assault	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0

Occurrences of Hate Crimes on Public Property			
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015	
		Ethnicity	National Origin
Murder/Non---Negligent Manslaughter	0	0	0
Negligent Manslaughter			
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny---Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Arrest Statistics

On Campus	Number of Arrests		
	2015	2016	2017
Law Violation			
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	1
Liquor law violations	1	1	3

On Campus Student Housing Facilities	Number of Arrests		
	2015	2016	2017
Law Violation			
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	1	1	1

Non campus	Number of Arrests		
	2015	2016	2017
Law Violation			
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On Public Property	Number of Arrests		
	2015	2016	2017
Crime			
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Action Statistics

On Campus	Number of Persons Referred for Disciplinary Action		
Law Violation	2015	2016	2017
Weapons: carrying, possessing, etc.	0	2	0
Drug abuse violations	22	30	77
Liquor law violations	89	64	84

On Campus Student Housing Facilities	Number of Persons Referred for Disciplinary Action		
Law Violation	2015	2016	2017
Weapons: carrying, possessing, etc.	0	2	0
Drug abuse violations	22	30	77
Liquor law violations	89	64	84

Non campus	Number of Persons Referred for Disciplinary Action		
Law Violation	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	Number of Persons Referred for Disciplinary Action		
Law Violation	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Unfounded Crimes	2015	2016	2017
Total Unfounded Crimes	0	0	0

Fires in On-Campus Student Housing Facilities

Name of Facility	2015			2016			2017		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Carroll Apartments	0	0	0	0	0	0	0	0	0
Wilkie Apartments	0	0	0	0	0	0	0	0	0
Kane Apartments	0	0	0	0	0	0	0	0	0
New Hall	0	0	0	0	0	0	0	0	0
Julie Billiard Hall	0	0	0	0	0	0	0	0	0
Saint Joseph's Hall	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

TRACY CAMPUS





PUBLIC SAFETY LAPTOP COMPUTER REGISTRATION FORM

STUDENT NAME:

	<i>Last</i>	<i>First</i>		<i>M.I</i>
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STUDENT ID #

**YEAR OF
GRADUATION**

PHONE #

CELL-

HM-

EMAIL ADDRESS

**LAPTOP
MANUFACTURER**

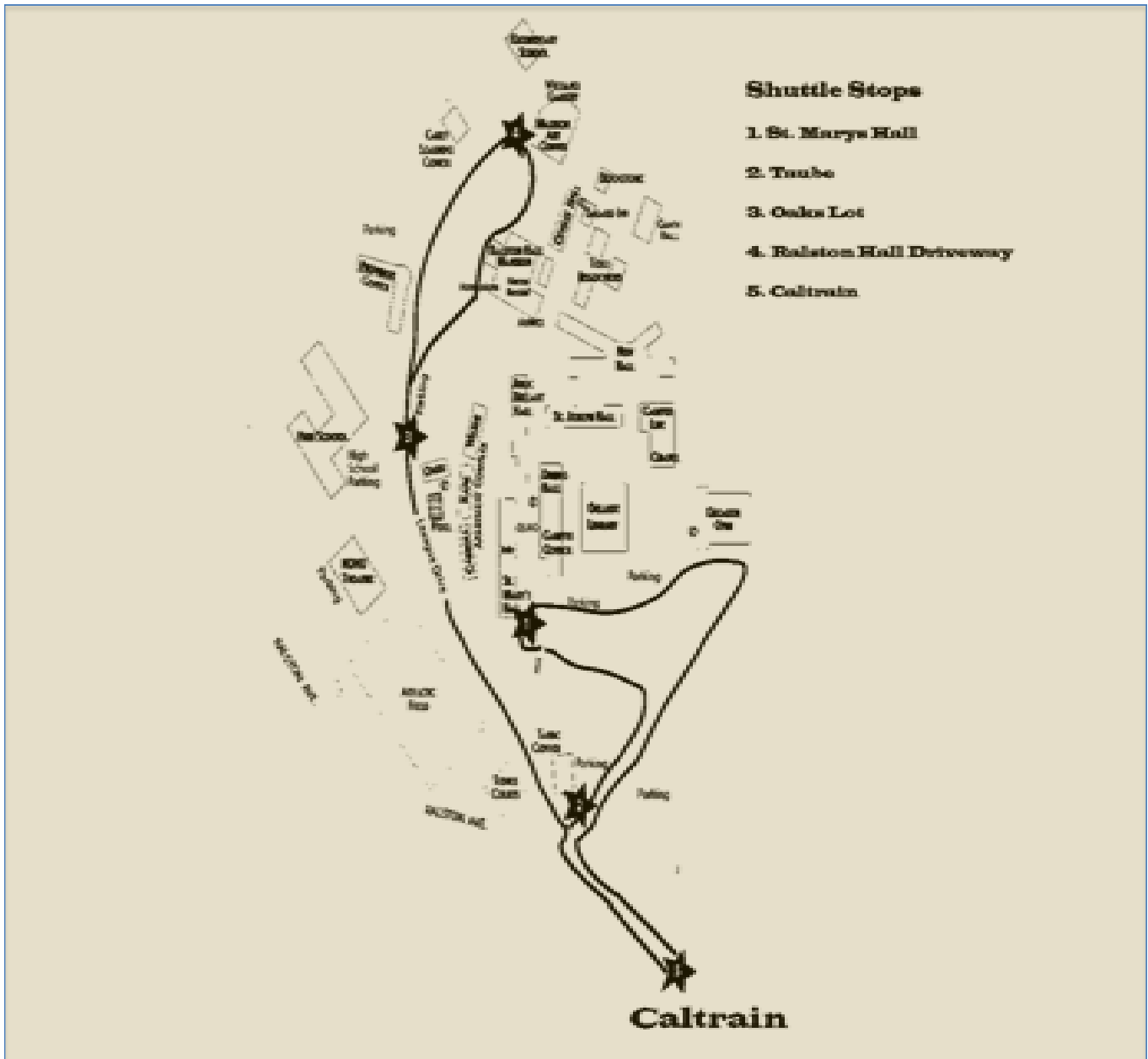
MODEL

SERIAL NUMBER

**Turn in completed form to Department of Public Safety to complete registration*

Shuttle Service

NDNU offers a free shuttle service around campus Monday-Thursday from 5-1030pm. The shuttle will leave campus 25 minutes after each hour to make a stop at Cal-train. See following map for shuttle stop locations:



AED Map

