

**CAMPUS
SAFETY & SECURITY GUIDE
&
ANNUAL FIRE SAFETY
REPORT**

and other important policy information

2011-2012



GONZAGA UNIVERSITY MISSION STATEMENT

Gonzaga University belongs to a long and distinguished tradition of humanistic, Catholic, and Jesuit education. We, the trustees and regents, faculty, administration, and staff of Gonzaga, are committed to preserving and developing that tradition and communicating it to our students and alumni.

As humanistic, we recognize the essential role of human creativity, intelligence, and initiative in the construction of society and culture.

As Catholic, we affirm the heritage which has developed through two thousand years of Christian living, theological reflection, and authentic interpretation.

As Jesuit, we are inspired by the vision of Christ at work in the world, transforming it by His love, and calling people to work with Him in loving service of the human community.

All these elements of our tradition come together within the sphere of free intellectual inquiry characteristic of a university. At Gonzaga this inquiry is primarily focused on the Western culture within which our tradition has developed.

We also believe that a knowledge of traditions and cultures different from our own draws us closer to the human family of which we are a part and makes us more aware of both the possibilities and limitations of our own heritage. Therefore, in addition to our primary emphasis on Western culture, we seek to provide for our students the opportunity to become familiar with a variety of other human cultures.

In light of our own tradition and the variety of human societies, we seek to understand the world in which we live. It is a world of great technological progress, scientific complexity, and competing ideologies. It offers great possibilities for cooperation and interdependence, but at the same time presents us with the fact of widespread poverty, hunger, injustice, and the prospect of degeneration and destruction.

We seek to provide for our students some understanding of contemporary civilization; and we invite them to reflect on the problems and possibilities of a scientific age, the ideological differences that separate the peoples of the world, and the rights and responsibilities that come from commitment to a free society. In this way we hope to prepare our students for an enlightened dedication to the Christian ideals of justice and peace.

Our students cannot assimilate the tradition of which Gonzaga is a part or the variety of human cultures, nor can they understand the problems of the world, without the development and discipline of their imagination, intelligence, and moral judgment. Consequently, we are committed at Gonzaga to developing these faculties. And since what is assimilated needs to be communicated if it is to make a difference, we also seek to develop in our students the skills of effective writing and speaking.

We believe that our students, while they are developing general knowledge and skills during their years at Gonzaga, should also attain a more specialized competence in at least one discipline or profession.

We hope that the integration of liberal, humanistic learning and skills with a specialized competence will enable our graduates to enter creatively, intelligently, and with deep moral conviction into a variety of endeavors, and provide leadership in the arts, the professions, business, and public service.

Through its academic and student life programs, the Gonzaga community encourages its students to develop certain personal qualities: self-knowledge, self-acceptance, a restless curiosity, a desire for truth, a mature concern for others, and a thirst for justice.

Many of our students will find the basis for these qualities in a dynamic Christian faith. Gonzaga tries to provide opportunities for these students to express their faith in a deepening

life of prayer, participation in liturgical worship, and fidelity to the teachings of the Gospel. Other students will proceed from a non-Christian religious background or from secular philosophic and moral principles.

We hope that all our graduates will live creative, productive, and moral lives, seeking to fulfill their own aspirations and at the same time, actively supporting the aspirations of others by a generous sharing of their gifts.

STUDENT LIFE MISSION STATEMENT

In partnership with students, faculty, administrators and other members of the Gonzaga University community, the Division of Student Life assists students in their pursuit of an education based on Jesuit tradition and the Gonzaga University Mission Statement.

Students come to Gonzaga University as unique individuals with contributions to offer and talents to be developed. We strive to know the students personally, encourage them to grow and to mature, and to enrich their education by challenging them to act on all areas of their development. Recognizing growth as a continuous process, we are sensitive and responsive to the spiritual, intellectual, social, physical, and emotional growth needs of our students.

We want students to commit to excellence; to develop their talents more fully; to be involved in the educational community; to develop mutual respect for and sensitivity to others; to commit to honesty; to communicate openly; to value and to offer service to others; to increase their awareness of the oppressed; and to work for a just society.

The Division of Student Life is committed to serving students and the Gonzaga University community through counseling, health education and service, career planning, prayer and worship, crisis intervention, student orientation, student discipline, and serving on university committees. Our program objectives are intended to assist students in achieving the maximum benefit from their educational experience and to improve the quality of campus life.

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***A Publication of the Gonzaga University
Student Life Division and
Campus Public Safety & Security Department
in compliance with federal law***

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***Prepared Fall 2011 by  
Jeffery D. Hart  
Assistant Dean of Students for Research & Special Projects***

**The contents of this Guide were written or compiled by the offices of Campus Public Safety & Security and Student Life. All University policies, practices and procedures are consistent with Gonzaga's Catholic, Jesuit identity and Mission Statement.**

**UNIVERSITY POLICIES:** Gonzaga University community members have a responsibility to be familiar with and adhere to University policies, rules and expectations. Specific information about drug and alcohol policies, as well as other policies related to health, safety, and security are printed in the Student Handbook. A copy of the Student Handbook is available to all students, staff, and faculty members through the Gonzaga website at:

**<http://www.gonzaga.edu/studenthandbook>**

Policies specific to University staff are contained in the Personnel Policies and Procedures Manual. Please contact Human Resources at ext. 5996 for further information. For faculty, please contact the Academic Vice President's office at ext. 6109. Policies specific to individual schools may be found in publications prepared by those schools, such as the Law School Student Handbook.

**DISCLAIMER:** The Vice President for Student Life or her/his designee shall resolve any questions involving the application or interpretation of the policies and procedures set forth in this guide. In such instances, the decision of the Vice President for Student Life or her/his designee shall be final and binding. The Vice President for Student Life or her/his designee reserve the right to change any of the policies and procedures included in the Safety & Security Guide at any time. The version of the Safety & Security Guide on-line on the Gonzaga website is subject to revision and may not reflect the exact content of this printed version. The on-line version is considered to be the official publication of the Guide. Discrepancies between the on-line version of the Guide and this print version will be resolved in favor of the on-line version.

This publication may be available in alternative formats. Please contact the Disability Resources, Education, and Access Management office.

**GONZAGA UNIVERSITY**  
**CAMPUS PUBLIC SAFETY & SECURITY DEPARTMENT**

Office Location: Welch Hall, lower level west side  
Office Hours: Monday through Friday 9 AM - 4 PM

Campus Security Phone Numbers:  
*All University phone numbers are in the 509 area code*

Security Dispatch  
Ext. 2222 (313-2222)

Security and Parking Office  
Ext. 6147 (313-6147)

Director of Security  
John Van Sant  
Ext. 3996 (313-3996)

Associate Director of Security  
Brian Kenny  
Ext. 3998 (313-3998)

Office and Parking Services Coordinator  
Sheron Ruffner  
Ext. 4147 (313-4147)

Visit the Campus Security webpage at:  
[www.gonzaga.edu/security](http://www.gonzaga.edu/security)

Learn more about Campus Safety and Security at CAMPO, the Campus Security blog at:  
<http://blogs.gonzaga.edu/campo/>

**GONZAGA UNIVERSITY STUDENT LIFE DIVISION**

Student Life Office Location: College Hall 120  
Office Hours: Monday through Friday 8:30 am – 4:30 pm

Student Life Office Phone:  
Ext. 4100 (509-313-4100)

Vice President for Student Life  
Sue Weitz, PhD

Dean of Students  
Kassi Kain

Assistant Dean of Students  
Sima Thorpe

Assistant Dean of Students  
Jeffery D. Hart

Gonzaga University is a community of over 7,000 persons living, working and studying on campus. As with any community, public safety, crime awareness, and security are concerns. At Gonzaga, we believe that the security of our campus is a responsibility shared by all members of the community. Security awareness and crime prevention are traits which serve to protect individuals and the community as a whole. When all members of the community learn and practice these traits, a safer living and learning environment is created. The Jesuit tradition of education embraces the concept of “men and women for others,” which at its most basic level encompasses care and concern for each and every member of our community. We encourage you to join us in our efforts to provide a safe and caring environment in which living, learning, and working can take place most productively.

## **THE CAMPUS PUBLIC SAFETY & SECURITY DEPARTMENT**

The Campus Public Safety & Security department (“Campus Security”) works to facilitate the safety and security of the students, staff, faculty, visitors, and property of Gonzaga University. As part of the Student Life division, the department supports the educational and developmental mission of the office of the Vice President for Student Life. The Campus Public Safety & Security department is a service-oriented organization that promotes safety, security, awareness, and personal responsibility. The Security department has an especially close working relationship with the office of Housing and Residence Life.

The Campus Public Safety & Security department is comprised of four divisions: Patrol, Parking, Crime Prevention and Communications. A staff of professionals and students provides administrative and other support for all aspects of the Security operation. The office is located on the lower west side of Welch hall, near the corner of Dakota and Desmet streets. The department is staffed 24 hours a day, 365 days a year.

Campus Security officers are trained to professional standards in public safety methods. On-going training, appropriate for the campus environment, is provided throughout the year. Officers carry handcuffs, pepper spray and/or baton and patrol the campus on foot, by car, and bicycle. Officers have the same arrest powers as private citizens. Some supervisory personnel have a limited law enforcement commission through Spokane Police department for the purpose of information sharing.

The Spokane Police department is the law enforcement agency with primary jurisdiction for the campus area. Criminal activity and requests for police service that are beyond the authority and resources of Security officers (for example, arresting suspects and conducting criminal investigations) are directed to that agency. The Spokane Police department patrols the area surrounding the University, monitors criminal activity in this area and compiles crime statistics for the neighborhood and campus.

The Campus Public Safety & Security department has a well-established relationship with the Spokane Police department and liaison opportunities between the departments occur on many occasions and at various levels, although there is no formalized agreement. The Security department also occasionally works with the Spokane County Sheriff’s Office. Both agencies have jurisdiction for the campus area. The Washington State Patrol, an agency with statewide authority, also has jurisdiction for the campus area but the Security department has no formalized working relationship or regular contact with that agency. The Washington Liquor Control Board also has statewide authority and jurisdiction for the campus area. There is an

informal working relationship between Security administrators and WALCB agents, although there is no formalized agreement.

Security officers provide proactive patrol of the campus and University area designed to detect and deter crime and facilitate a safe environment for the people and property of our community. Periodic checks are made of all University buildings on campus and lock-up services are provided. In addition to patrol and building checks, Security officers also answer calls for service, provide escorts upon request, check alarms, investigate suspicious situations, and assist local emergency providers. Among their many duties Security staff members follow up on calls for service and take action as appropriate, including writing an incident report to document the circumstances. Security officers work in conjunction with Residence Hall staff, the University administration and local police to enforce and seek compliance with Gonzaga policies, rules and expectations, state laws and local ordinances.

The department contracts with the Spokane Police department and local security providers to supplement its own force when necessary, for example, during high activity periods on or near campus and during special events.

### **Contacting the Security Dispatcher**

The Campus Public Safety & Security Communications division is made up of Security dispatch and the University Switchboard. The Security dispatch center is located in the Security office in Welch hall and is staffed 24 hours a day year-round. Security dispatch can be reached by calling ext. 2222 or 313-2222 from non-campus phones. The Switchboard can be reached at ext. 0, or 328-4220 from non-campus phones. Security matters should be called in on the Security phone number and not the Switchboard. Please use ext. 0 for all non-Security business.

### **Emergency Reporting**

In case of a fire, medical, or police emergency, or any situation that presents an immediate threat to life and property, 911 should be called immediately. After calling 911 and providing complete information, contact the Security Communications center at ext. 2222 (313-2222 from non-campus phones) to request Security Officer response. Security officers work with emergency responders at the scene, providing assistance with directions, building entry, crowd control, and information. In order to most effectively handle emergency situations on campus it is vital that both 911 and Campus Security are notified in a timely manner. Situations involving unusual or suspicious activity on campus should be reported directly to Campus Security.

**When calling 911**, be prepared to give the following information:

- Your **name and phone number** and your **exact location**. Know the name of the building that you are in, as well as the street address or the closest cross streets. The 911 operator and emergency responders may not be familiar with the campus
- The **nature of your emergency**, including who, what, how, when, and where
- For a **police emergency**, tell the 911 operator what the immediate level of threat is and whether suspects are still present. If the suspects have left the scene, give a complete description and direction of travel if possible. Give any vehicle information. Tell the operator if any weapons were seen or used
- For a **fire**, tell the operator if there is visible smoke or fire, what type of building it is and if there are injuries
- For a **medical incident**, give the age and condition of the victim, as well as what caused the situation (seizure, slip and fall, car accident, etc.)
- Tell the 911 operator that you will be notifying Campus Security (then do so after hanging up)

The 911 operators need specific information in a specific order. You can do the greatest good by following their lead and being calm, concise and complete.

**When calling the Security dispatcher**, be prepared to give the following information:

- Your **name** and **location**, as well as a **call back number**
- The **nature of your situation**, including who, what, how, when and where
- For **emergency situations**, specify whether you have called 911 and the immediate level of threat
- Any other information that will assist Security personnel in responding to and handling the situation

### **Crime Reporting**

In addition to reporting emergencies to the Security department (after notifying 911), reports of crimes which are non-emergency in nature or delayed should also be reported to the Security department. At the time the crime is reported, a Security Officer will assist the victim in making a report with the Spokane Police Department if requested. Filing a report with Security is not the same thing as filing a report with the Spokane Police. In some cases the victim has the option of requesting a Spokane police officer to respond. S.P.D.'s normal procedure for non-emergency or delayed crime reports is for the victim or reporting party to call Crime Check (509) 456-2233, where a report is generally taken over the phone. An on-line service is available at: [www.spokanecounty.org/crimecheck](http://www.spokanecounty.org/crimecheck) . **Accurate and prompt reporting of all crimes to both Campus Security and the Spokane Police is strongly encouraged.**

For making reports within the University, the Security dispatcher may be reached by calling ext. 2222 (313-2222 from non-campus phones). A system of exterior "blue light" phones are also programmed to dial directly to the Security dispatcher. The Director of Security may be reached at ext. 3996 (313-3996 from non-campus phones).

In addition professional staff members of the Student Life division listed below may be contacted to report criminal incidents or safety and security concerns.

| <b><u>Title/Office Location</u></b>                            | <b><u>Phone</u></b>  |
|----------------------------------------------------------------|----------------------|
| Senior Associate Director of Residence Life, O'Leary Hall      | Ext. 4103 (313-4103) |
| Area Coordinator, Kennedy Apartments                           | Ext. 4155 (313-4155) |
| Area Coordinator, Coughlin Hall                                | Ext. 4173 (313-4173) |
| Residence Director, Desmet Hall                                | Ext. 4524 (313-4524) |
| Residence Director, Marian Hall                                | Ext. 5887 (313-5887) |
| Residence Director, Dussault Apartments                        | Ext. 4160 (313-4160) |
| Residence Director Catherine-Monica Hall                       | Ext. 3387 (313-3387) |
| Residence Director, Dooley Hall                                | Ext. 5301 (313-5301) |
| Director of Student Activities/Crosby Student Center 2nd floor | Ext. 6123 (313-6123) |
| Student Life Professional Staff/College Hall 120               | Ext. 4100 (313-4100) |

An incident report is written for crimes reported to the Campus Public Safety & Security department. A person from the Student Life or Security staff is available to meet with a reporting party to explain resources and processes within the University, as well as the criminal justice system, and make referrals to appropriate assistance agencies. Reports made to Student Life professionals are forwarded to the Campus Public Safety & Security department. Reports from all sources are evaluated for determining if a "Security Alert" to the community is appropriate, as well as inclusion in the required yearly crime statistics.

Crimes may be reported to Student Life professionals, as well as Campus Public Safety & Security, on a confidential basis if the reporting party does not wish to pursue University disciplinary action or criminal charges, however, the University reserves the right in compelling situations to take reasonable action in response to any crime report. Anonymous reports of sexual misconduct and/or harassment can be made through the University's Sexual Assault Response Team. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "Security Alert", as well as inclusion in the annual crime statistics.

Pastoral and Professional mental health counselors employed by the University have a professional obligation of confidentiality regarding information disclosed during a counseling session. The University does not include statistical information about crimes from such sessions. The University encourages counselors, if they deem appropriate, to advise clients of the options for reporting a criminal incident, including confidential/anonymous reporting and reporting to Campus Security and police officials.

### **Keeping the Community Informed**

Incident reports written by Campus Security officers, reports made to Student Life professionals and other University officials and information gathered from the Spokane Police Department are used to track activity on campus. In this way, trends can be detected and appropriate response formulated. When conditions warrant it, a "Security Alert" is sent to the University community via email. The Security Alert may also be posted on campus bulletin boards and other locations. These timely reports inform the community about situations that present an immediate, serious, or continuing threat to the community. A Security Alert may be issued for crimes specifically covered by the federal Campus Security Act (see later section). A lower priority "Security Notice" is issued when trends or patterns of crime are seen, particularly involving property crimes or other situations which do not meet the criteria for a Security Alert. The Security department and Student Life office collaborate on issuing Security Alerts and the determination of whether an alert is warranted is the joint responsibility of Security administrators and Student Life professionals such as the Vice President for Student Life and Student Life Deans.

CAMPO, the Campus Public Safety & Security blog is an excellent source of information and provides current information which is updated regularly. The blog gives a short synopsis of incidents that occurred during the previous week. It includes incidents which were reported on campus, as well as in the Logan neighborhood. The blog often contains crime prevention and awareness tips and other information about creating a safe community. Visit CAMPO at <http://blogs.gonzaga.edu/campo/>. Campus Security also provides information through its [Facebook](#) and [Twitter](#) pages.

The Spokane County Sheriff's Office maintains a website containing names, photos, history, and identifying information on registered sex offenders living in Spokane. Visit the website at: <http://www.sheriffalerts.com/>. The Sheriff's office is responsible for content and management of the website. Publically-accessible information about Registered Sex Offenders on or near the campus (if any) will be available on the website.

For significant emergency or dangerous situations occurring on campus involving an immediate threat to health or safety, the University utilizes an electronic emergency alert system called ZagAlert. Campus Public Safety & Security and the Student Life Professional Staff are primarily responsible for activation of the system. Read more about ZagAlert in the Crisis Response and Notification section of this Guide, or go to [www.gonzaga.edu/zagalert](http://www.gonzaga.edu/zagalert).

### **Security of University Grounds and Facilities**

The campus of Gonzaga University is generally within the area bounded by the Spokane River and Centennial Trail on the south, Hamilton St. on the east, Sinto Ave. on the north, and Ruby St. on the west. Privately-owned, non-University property is also included in this area. Likewise, University property extends in some places beyond the boundary area described. Most streets and alleys within the campus area are controlled by the city of Spokane. Campus Security patrols focus primarily on the campus. Spokane Police patrol both the campus and surrounding area. Spokane police are frequently contracted by the University to provide additional proactive patrol of the campus and neighborhood during the school year.

The Gonzaga campus is located in the Logan Neighborhood, an historic urban residential area. The University is within walking distance of a number of city parks, restaurants and retail stores. The 120-acre campus is open, allowing access for neighborhood foot traffic, particularly along the Centennial Trail. Non-University traffic flows through the campus on city streets.

Campus buildings are either checked or secured by Campus Security after business hours each day. Access to facilities after business hours is provided by Campus Security and requires authorization from the party responsible for the building or office and the presentation of photo identification. Residential facilities are locked 24 hours a day. Access by non-residents is limited to guests of a resident or other University-approved visitors.

The University Plant Services department maintains access control equipment for all University facilities. Duplication of any University key by anyone other than the University locksmith is prohibited. The office of Housing and Residence Life issues keys to student residential facilities. The Plant Services department issues keys to all other community members based on appropriate authorization. The Housing and Residence Life office issues keycards for those residential facilities which are on the keyless entry system.

The Plant Services department coordinates all work/repair orders involving University buildings and grounds. Plant Services staff members make regular checks of lighting, landscaping and other safety-related items. Any community member can place a work order or advise of a maintenance concern by calling the Customer Service desk at ext. 5656 (313-5656 from non-campus phones). Requests involving safety issues or security concerns are given top priority.

### **Video Surveillance**

Over 350 video surveillance cameras are located in common areas throughout campus. These include cameras at the entryways of many residence halls. Cameras are monitored for security and safety issues in the security communications center and recorded digitally.

### **Blue Light Phones**

The Security department maintains a number of exterior “blue light” phones. These phones have a direct dial connection to the Campus Security dispatcher and can be used to request an officer response or report an incident. The phones are easily recognizable. They are mounted on an eight foot stanchion which is painted a light color. A highly visible blue light at the top of the stanchion is illuminated after dark. The phones are easy to use. Simply open the door to the phone box and push the red button. There is no handset. You will be connected directly to the Security dispatcher. The location of the phone is automatically displayed to the dispatcher. Blue light phones are located in the following areas:

- Astor and Boone near Rebmann Hall
- Boone and Cincinnati lot
- Cincinnati between Catherine Monica and Coughlin halls

- College Hall lot (near Alumni House)
- Corkery apartments lot
- Desmet Circle near Campion
- Dakota and Desmet streets near Campus House
- Dakota and Sharp near the Health Center
- Foley Library south side exterior
- GU Riverwalk near Lake Arthur
- Hughes southeast corner exterior
- Jundt northeast corner exterior
- Law School lot and front entrance
- Marian Hall entrance (1000 block E. Boone)
- Martin Centre lot
- Patterson Baseball complex south and east sides
- Pearl and Boone near the Music Annex
- Schoenberg lot entrance
- Spokane Falls Blvd lot
- St. Aloysius Church southside exterior
- Welch Security office entrance

The University also maintains a number of courtesy phones throughout the campus. These phones are programmed to call University extensions, including Security and the Switchboard. They will also call off-campus to summon emergency providers if necessary.

### **Security Escorts**

Escorts are available at all times on campus through the Security dispatcher. A “Safe Ride” program, operated in conjunction with a local taxi company, is also available. More information on this program is available by calling ext. 3996 (313-3996 from non-campus phones) during business hours.

### **Living In the Logan Neighborhood**

The immediate area around the University, the Logan Neighborhood, is home to a large number of students occupying privately owned rental houses and apartments, as well as housing owned and operated by Gonzaga. There are no recognized student organizations with housing or other facilities in the Logan Neighborhood. The University maintains a cordial and productive relationship with the Logan Neighborhood Association. Students who reside in the area surrounding the campus have a special obligation to act as responsible neighbors. The continuing positive relationship with the Logan Neighborhood Association is important to the University. It depends greatly on the interaction between members of the University community and local residents. Students living in the neighborhood are expected to show respect in terms of parking, noise, and social gatherings.

The University’s Student Life office sponsors outreach efforts which promote better understanding and relations with the Logan neighborhood. A coalition of campus departments, neighbors, landlords, businesses and municipal entities meet regularly to discuss issues of concern and actively search for solutions. Student Life professionals work with students living in the neighborhood (including on a disciplinary basis) to educate on appropriate conduct and respectful relationships. A professional residence director working through the Office of Housing and Residence Life works with students residing in Gonzaga-owned rentals.

The Spokane Police Department patrols the area surrounding the University on a regular basis and a police sub-station, COPS Logan, is located on campus. Local emergency providers have primary responsibility for responding to calls in the Logan Neighborhood. For this reason, police, fire, and medical emergencies should always be called into 911. The Logan neighborhood is relatively safe, but crimes (including occasional violent crimes) do occur and the crime rate is higher than that of campus. Caution should always be exercised when walking through the neighborhood, particularly after dark. More information about staying safe in the Logan Neighborhood is available by calling ext. 3996 (313-3996 from non-campus phones).

## **FEDERAL CLERY CAMPUS SECURITY ACT**

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” was originally enacted in 1990. It is commonly known as the Clery Campus Security Act has been amended several times, most recently in 2008 as part of the Higher Education Opportunity Act. The two initial goals of this legislation were disclosure of criminal activity on campus and timely warning of criminal activity. The most recent amendments added provisions related to fire safety awareness in campus residential facilities and provisions for dealing with reports of missing students who reside in campus residential facilities. Gonzaga University supports the goals of the Clery Campus Security Act. In addition, fire safety awareness is a priority for our residential population. Missing student procedures are consistent with our principles and practices related to fostering the well-being of all students.

The Act requires annual reporting of the number of specified criminal offenses that occur on campus (or other specified areas) reported to the Security department and/or local police. The crimes covered by the Act are murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Arrest statistics and campus disciplinary referrals for liquor law violations, drug law violations and weapon law violations must also be reported. In addition, statistics must be provided for a number of criminal offenses that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability. The reporting period is January 1-December 31 of each year. The statistics for the most recently completed calendar year, as well as the two previous years, must be released in a report by October 1 of each year.

Our crime reporting procedure, coordinated through the Campus Public Safety & Security department and Student Life office, insures that criminal activity on campus is effectively tracked and reported. Data for the yearly disclosure of crime statistics is gathered from Security reports, information provided by the Student Life office and inquiries made of the Spokane Police department. Additionally, regular inquiries are made of other University departments and officials who have significant responsibility for student and campus activities. The Director and Associate Director of Security evaluate incoming Security incident reports for inclusion in the Clery statistics. A computerized database specific to the Campus Public Safety & Security department stores and sorts the data. The Associate Director of Housing prepares an extract report of disciplinary referrals for violations of alcohol, drug and weapon violations by students. This data is stored and sorted on a computer database which is used for tracking all conduct and disciplinary activity. The Assistant Dean of Students with expertise in the Clery Act prepares the report. An audit of incidents classified as Clery-reportable is conducted to test individual statistics against incidents. The University’s Safety Program Manager and Plant Services department contribute information for the fire safety disclosures. Fire statistics are provided by the Campus Public Safety & Security department. Arson statistics are cross-checked through the Spokane Fire department.

The law also requires a number of disclosure statements by the institution related to campus security policies and procedures. Specific provisions of this law stipulate that all students, staff and faculty of an institution receive this report. In addition, the crime statistics are reported to the Department of Education and published on a website. Information about the U.S. Department of Education’s collection and publication of campus security statistics, including definitions of crimes and other terms related to the Act may be found at: <http://www.ope.ed.gov/security>

The Clery Act also requires the institution to maintain a daily crime disclosure and fire incidence log. This log lists criminal incidents which occur on campus and other specified areas on a daily basis and discloses particular information about the location and nature of the incident. It also includes reports of all fires in student residential facilities on campus. The Campus Public Safety & Security department maintains the log. The log is available for viewing in the Security office during regular weekday hours upon request. It may also be accessed through the CAMPO blog on a weekly basis.

| CAMPUS SECURITY ACT STATISTICS<br>CATEGORY |           | 2010               |                    |                    |                    | 2009        |             |             |             | 2008        |             |             |             |
|--------------------------------------------|-----------|--------------------|--------------------|--------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                            |           | C<br>A<br>M<br>(1) | G<br>U<br>R<br>(2) | A<br>P<br>P<br>(3) | R<br>N<br>C<br>(4) | C<br>A<br>M | G<br>U<br>R | A<br>P<br>P | R<br>N<br>C | C<br>A<br>M | G<br>U<br>R | A<br>P<br>P | R<br>N<br>C |
| MURDER (& NON-NEGLIG. MANSLAUGHTER)        |           | 0                  | 0                  | 0                  | 0                  | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           |
| NEGLIGENT MANSLAUGHTER                     |           | 0                  | 0                  | 0                  | 0                  | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           |
| FORCIBLE SEX<br>OFFENSES                   | RAPE      | 2                  | 2                  | 0                  | 0                  | 2           | 2           | 0           | 0           | 1           | 1           | 0           | 0           |
|                                            | OTHER (5) | 5                  | 4                  | 0                  | 0                  | 1           | 1           | 0           | 0           | 2           | 2           | 1           | 0           |
| NON-FORCIBLE SEX OFFENSES (6)              |           | 0                  | 0                  | 0                  | 0                  | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           |
| ROBBERY                                    |           | 0                  | 0                  | 1                  | 1                  | 0           | 0           | 0           | 0           | 2           | 0           | 0           | 0           |
| AGGRAVATED ASSAULT                         |           | 0                  | 0                  | 1                  | 0                  | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           |
| BURGLARY (and attempted Burglary)          |           | 19                 | 8                  | 0                  | 1                  | 10          | 9           | 0           | 0           | 28          | 19          | 0           | 0           |
| MOTOR VEHICLE THEFT (and attempt. MVT)     |           | 10                 | 2                  | 2                  | 0                  | 8           | 1           | 4           | 0           | 11          | 0           | 2           | 3           |
| ARSON                                      |           | 2                  | 0                  | 0                  | 0                  | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           |

**HATE CRIMES (7)**

There were no hate crimes meeting Clery criteria reported in 2010, 2009 and 2008

Notes: Column Headings as defined by the Clery Campus Security Act:

- (1) "CAM" Campus means any building or property owned or controlled by an institution within the same reasonably contiguous geographic area of the institution and used in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. Column (1) includes incidents listed in column (2).
- (2) "GUR" Residential facilities owned and operated by Gonzaga University and used for housing students. Includes all residence halls on the campus plus rental houses in the immediately adjacent Logan neighborhood owned by GU.
- (3) "APP" Adjacent Public Property means all public property that is within the same reasonably contiguous geographic area as the institution, such as sidewalks, streets and other thoroughfares, and parking lots.
- (4) "RNC" Reportable Non-Campus means any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution (Bozarth Retreat House, Crew boat house, Ministry Institute).

Other notes:

- (5) Includes sexual assault with an object, forcible fondling (sexual assault), sodomy
- (6) Limited to incest and statutory rape
- (7) Reported crimes which are listed above, or which involve bodily injury, reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability (Clery Act definition).

| CAMPUS SECURITY ACT ARRESTS AND<br>DISCIPLINARY REFERRALS |                   | 2010        |             |             |             | 2009        |             |             |             | 2008        |             |             |             |
|-----------------------------------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                                           |                   | C<br>A<br>M | G<br>U<br>R | A<br>P<br>P | R<br>N<br>C | C<br>A<br>M | G<br>U<br>R | A<br>P<br>P | R<br>N<br>C | C<br>A<br>M | G<br>U<br>R | A<br>P<br>P | R<br>N<br>C |
| ARRESTS                                                   | LIQUOR LAW VIOL.  | 1           | 0           | 0           | 0           | 0           | 0           | 4           | 0           | 0           | 0           | 3           | 0           |
|                                                           | DRUG LAW VIOL.    | 2           | 0           | 2           | 0           | 1           | 1           | 0           | 0           | 1           | 1           | 0           | 0           |
|                                                           | WEAPONS LAW VIOL. | 1           | 1           | 0           | 0           | 0           | 0           | 0           | 0           | 2           | 0           | 0           | 0           |
| DISCIPLINARY<br>REFERRALS                                 | LIQUOR LAW VIOL.  | 523         | 493         | 9           | 0           | 754         | 736         | 3           | 0           | 379         | 370         | 8           | 0           |
|                                                           | DRUG LAW VIOL.    | 71          | 71          | 0           | 0           | 47          | 47          | 0           | 0           | 11          | 7           | 1           | 0           |
|                                                           | WEAPONS LAW VIOL. | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 2           | 2           | 0           | 0           |

See Clery Act crime statistics table for explanation of geographic locations CAM, GUR, APP, RNC. Please note GUR is a subset of CAM.

### **Fire Safety – Procedure Statistics, & Other Information**

The Campus Fire Safety Right-To-Know act requires colleges and universities with student housing to disclose certain statistics, policies and information. Included in the requirements is a daily “fire log”. The log contains the following information about each reported fire in an on-campus student residential facility: nature of the fire, date and time the fire occurred and the general location of the fire. The log is combined with the crime disclosure log. The log is available for viewing in the Security office during regular weekday hours upon request. It may also be accessed through the CAMPO blog on a weekly basis.

Occupants of student residential facilities are provided with education and awareness regarding fire safety and evacuation procedures. For occupants of on-campus residence halls this can occur during hall programs and twice-annual fire drills. Occupants of apartments and rental houses can request specific programming for that living unit in addition to the general fire safety material provided them. Residence hall staff members, both student and professional, are provided with fire safety training. Other University staff members that work in the residence halls are provided with awareness and training of fires safety issues.

### **Reporting Fires and Fire Safety Concerns**

Fires should be reported to 911 and Campus Security at the time they occur. Reports of fires after the fact should be called in to Campus Security. In addition, reports of fires after the fact and fire safety concerns may be made to following:

| <b><u>Title/Office Location</u></b>                       | <b><u>Phone</u></b>  |
|-----------------------------------------------------------|----------------------|
| Senior Associate Director of Residence Life, O’Leary Hall | Ext. 4103 (313-4103) |
| Area Coordinator, Kennedy Apartments                      | Ext. 4155 (313-4155) |
| Area Coordinator, Coughlin Hall                           | Ext. 4173 (313-4173) |
| Residence Director, Desmet Hall                           | Ext. 4524 (313-4524) |
| Residence Director, Marian Hall                           | Ext. 5887 (313-5887) |
| Residence Director, Dussault Apartments                   | Ext. 4160 (313-4160) |
| Residence Director Catherine-Monica Hall                  | Ext. 3387 (313-3387) |
| Residence Director, Dooley Hall                           | Ext. 5301 (313-5301) |

### **Fire alarms, Evacuation, Fire Safety Devices, Flammable Materials**

When a fire alarm sounds in a building the occupants of that building must immediately evacuate. Evacuation maps are posted in all campus buildings and should be followed whenever possible. If a building’s fire alarm sounds call Campus Public Safety & Security at ext. 2222 after you evacuate. Entering or re-entering a building in which a fire alarm is sounding is prohibited unless authorized by an official of the Campus Public Safety & Security department or Spokane Fire department. Failure to evacuate a building during a fire alarm, entering or re-entering a building during a fire alarm is a violation of the student conduct code. Tampering with, or the unauthorized use of fire safety equipment such as extinguishers, smoke and heat detectors, alarm pull stations, signage or emergency exits is prohibited. This includes activation of a false fire alarm and tampering with any equipment or fixtures used for the purpose of fire, health, or building safety. Each on-campus residential facility (not including apartments and rental houses) conducted one fire drill per semester during calendar year 2010, or two per building total.

The use of equipment that produces, contains, or conducts a continuous open flame—such as candles, potpourri burners, incense, sterno cans or other combustibles—is prohibited. In addition, ‘fire pits’ and campfires are prohibited in and on the property of all Gonzaga-owned residential facilities without pre-approval by the Residence Director.

Examples of flammable items or materials which are specifically prohibited from any University property include, but are not limited to: gasoline containers (full or empty), gas-operated camping equipment (e.g., Coleman stoves), engines or engine parts, propane tanks, and liquid oxygen containers. Other examples of commonly utilized flammable materials that are considered dangerous and therefore prohibited include chemical compounds and components, open-coil burners, open-coil space heaters, and candles. In addition, natural Christmas trees are prohibited without the pre-approval of the Residence Director of the building. Smoking of any kind is prohibited inside residence hall facilities, including stairwells, balconies, and any grounds area closer than 25 feet from the structure. Evidence of smoking, including presence of residual odor, will be responded to as a violation of this policy.

### **Fire Safety Systems - Residence Halls and Apartments**

| Building         | Smoke Detectors (Central) | Central Reporting | Smoke Detectors (Battery) | Thermal Detectors | Pull-Stations | Sprinkler System | Building         | Smoke Detectors (Central) | Central Reporting | Smoke Detectors (Battery) | Thermal Detectors | Pull-Stations | Sprinkler System |
|------------------|---------------------------|-------------------|---------------------------|-------------------|---------------|------------------|------------------|---------------------------|-------------------|---------------------------|-------------------|---------------|------------------|
| 207-211 E Sinto  |                           | X                 | X                         | X                 | X             | X                | DeSmet           | X                         | X                 | X                         | X                 | X             | X                |
| 301 E Boone Apt. |                           | X                 | X                         | X                 | X             | X                | Dillon           | X                         | X                 | X                         | X                 | X             | X                |
| 418 E Sharp Apt. |                           | X                 | X                         | X                 | X             | X                | Dooley           | X                         | X                 | X                         | X                 | X             | X                |
| 711 Desmet       | X                         |                   | X                         | X                 | X             |                  | Dussault Apts.   |                           | X                 | X                         | X                 | X             | X                |
| Alliance         | X                         | X                 | X                         | X                 | X             | X                | Goller           | X                         | X                 | X                         | X                 | X             | X                |
| Burch Apts.      |                           | X                 | X                         | X                 | X             | X                | Kennedy          |                           | X                 | X                         | X                 | X             | X                |
| Campion          | X                         | X                 | X                         | X                 | X             | X                | Lamplighter Apts | X                         | X                 | X                         | X                 | X             |                  |
| Catherine/Monica | X                         | X                 | X                         | X                 | X             | X                | Lincoln          | X                         | X                 | X                         | X                 | X             | X                |
| Chardin          | X                         | X                 | X                         | X                 | X             | X                | Madonna          | X                         | X                 | X                         | X                 | X             | X                |
| Corkery Apts     |                           | X                 | X                         | X                 | X             | X                | Marian Hall      | X                         | X                 | X                         | X                 | X             | X                |
| Coughlin Hall    | X                         | X                 | X                         | X                 | X             | X                | Ritter Apts      | X                         | X                 | X                         | X                 | X             |                  |
| Crimont          | X                         | X                 | X                         | X                 | X             | X                | Roncalli         | X                         | X                 | X                         | X                 | X             | X                |
| Cushing          | X                         | X                 | X                         | X                 | X             | X                | Twohy Hall       | X                         | X                 | X                         | X                 | X             | X                |
|                  |                           |                   |                           |                   |               |                  | Welch            | X                         | X                 | X                         | X                 | X             | X                |

Catherine/Monica, Coughlin, Desmet, Kennedy, Madonna & Welch are equipped w/ paging systems. Coughlin, Dillon & Goller have HVAC shutdown. Coughlin, Kennedy, Madonna and Welch have elevator capture.

### **Rental Houses**

| Building       | Wireless local-only fire alarm | Battery smoke detectors | Building           | Wireless local-only fire alarm | Battery smoke detectors |
|----------------|--------------------------------|-------------------------|--------------------|--------------------------------|-------------------------|
| 502 E. Sinto   | X                              | X                       | 729 E. Desmet      | X                              | X                       |
| 509 E. Mission |                                | X                       | 730 E. Boone       | X                              | X                       |
| 511 E. Sinto   | X                              | X                       | 911 E. Desmet      |                                | X                       |
| 511.5 E. Sinto | X                              | X                       | 917 E. Sharp       |                                | X                       |
| 514 E. Sinto   | X                              | X                       | 1001 E. Boone      | X                              | X                       |
| 514.5 E. Sinto | X                              | X                       | 1007 E. Boone      | X                              | X                       |
| 517 E. Sinto   |                                | X                       | 1018 E. Desmet     |                                | X                       |
| 518 E. Sinto   |                                | X                       | 1102 N. Hamilton   | X                              | X                       |
| 527 E. Sharp   | X                              | X                       | 1104 N. Dakota     | X                              | X                       |
| 702 E. Sinto   | X                              | X                       | 1117 N. Superior   |                                | X                       |
| 717 E. Boone   | X                              | X                       | 1121 N. Superior   |                                | X                       |
| 718 E. Sharp   | X                              | X                       | 1211 N. Dakota     | X                              | X                       |
| 723 E. Sharp   | X                              | X                       | 1320 N. Dakota     | X                              | X                       |
| 727 E. Sharp   | X                              | X                       | 1414 N. Lidgerwood |                                | X                       |
| 729 E. Boone   | X                              | X                       |                    |                                |                         |

The systems are regularly serviced by both University personnel and an outside fire protection company. Improvements in fire safety systems may be made by the University in the future as determined by need. Fire safety systems are upgraded and replaced as necessary.

## **Fire Statistics**

The federal Act defines a fire as “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” Fires are further categorized by cause type: Unintentional (cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural and other); Intentional; and Undetermined. The required statistics are: number of fires and cause of each fire, number of deaths related to a fire, number of injuries related to a fire that resulted in treatment at a medical facility, and the value of property damage related to the fire.

### **2010 - Residence Halls and Apartments**

| Building Name or Address | Total Fires in Building | Fire Number | Cause of Fire           | Injuries | Deaths | Property Damage Value |
|--------------------------|-------------------------|-------------|-------------------------|----------|--------|-----------------------|
| 207 E Sinto Apts.        | 3                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| .                        |                         | 2           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 3           | Unintentional – cooking | 0        | 0      | \$0                   |
| 209 E. Sinto Apts        | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 211 E. Sinto Apts.       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 301 E Boone Apt.         | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 418 E Sharp Apt.         | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 711 Desmet               | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Alliance                 | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Burch Apts.              | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Campion                  | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Catherine/Monica         | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Chardin                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Corkery Apts             | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Coughlin Hall            | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Crimont                  | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Cushing                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| DeSmet                   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Dillon                   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Dooley                   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Dussault Apts.           | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Goller                   | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Kennedy                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Lamplighter Apts         | 2                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking | 0        | 0      | \$0                   |
| Lincoln                  | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Madonna                  | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Marian Hall              | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Ritter Apts              | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Roncalli                 | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| Twohy                    | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| Welch                    | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |

### **2010 - Rental Houses**

| Building Address   | Total Fires in Building | Fire Number | Cause of Fire           | Injuries | Deaths | Property Damage Value |
|--------------------|-------------------------|-------------|-------------------------|----------|--------|-----------------------|
| 502 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 509 E. Mission     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 511 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 511.5 E. Sinto     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 514 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 514.5 E. Sinto     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 517 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 518 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 527 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 702 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 717 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 718 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 723 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 727 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 729 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 729 E. Desmet      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 730 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 911 E. Desmet      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 917 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1001 E. Boone      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1007 E. Boone      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1018 E. Desmet     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1102 N. Hamilton   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1104 N. Dakota     | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| 1117 N. Superior   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1121 N. Superior   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1211 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1320 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1414 N. Lidgerwood | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |

**2009 - Residence Halls and Apartments**

| Building Name or Address | Total Fires in Building | Fire Number | Cause of Fire              | Injuries | Deaths | Property Damage Value |
|--------------------------|-------------------------|-------------|----------------------------|----------|--------|-----------------------|
| 207 E Sinto Apts.        | 1                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
| 209 E. Sinto Apts.       | 3                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 3           | Unintentional – mechanical | 0        | 0      | \$0                   |
| 211 E. Sinto Apts.       | 1                       | 1           | Unintentional – cooling    | 0        | 0      | \$0                   |
| 301 E Boone Apt.         | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| 418 E Sharp Apt.         | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| 711 Desmet               | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Alliance                 | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Burch Apts.              | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Campion                  | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Catherine/Monica         | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Chardin                  | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Corkery Apts             | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Coughlin Hall            | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Crimont                  | 1                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Cushing                  | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| DeSmet                   | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Dillon                   | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Dooley                   | 2                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Dussault Apts.           | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Goller                   | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Kennedy                  | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Lamplighter Apts         | 3                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 3           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Lincoln                  | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |
| Madonna                  | 1                       | 1           | Unintentional – electrical | 0        | 0      | \$0                   |
| Marian Hall              | 2                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Ritter Apts              | 2                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Roncalli                 | 2                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
|                          |                         | 2           | Unintentional – cooling    | 0        | 0      | \$0                   |
| Twohy                    | 1                       | 1           | Unintentional – cooking    | 0        | 0      | \$0                   |
| Welch                    | 0                       | n/a         | n/a                        | n/a      | n/a    | n/a                   |

## 2009 - Rental Houses

| Building Address   | Total Fires in Building | Fire Number | Cause of Fire           | Injuries | Deaths | Property Damage Value |
|--------------------|-------------------------|-------------|-------------------------|----------|--------|-----------------------|
| 502 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 509 E. Mission     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 511 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 511.5 E. Sinto     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 514 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 514.5 E. Sinto     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 517 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 518 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 527 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 702 E. Sinto       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 717 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 718 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 723 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 727 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 729 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 729 E. Desmet      | 3                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
|                    |                         | 2           | Unintentional – cooking | 0        | 0      | \$0                   |
|                    |                         | 3           | Unintentional – cooking | 0        | 0      | \$0                   |
| 730 E. Boone       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 911 E. Desmet      | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 917 E. Sharp       | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1001 E. Boone      | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| 1007 E. Boone      | 1                       | 1           | Unintentional – cooking | 0        | 0      | \$0                   |
| 1018 E. Desmet     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1102 N. Hamilton   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1104 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1117 N. Superior   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1121 N. Superior   | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1211 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1320 N. Dakota     | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |
| 1414 N. Lidgerwood | 0                       | n/a         | n/a                     | n/a      | n/a    | n/a                   |

## MISSING OR ABSENT STUDENT POLICY

As adults, Gonzaga University students have the right to come and go as they please and to choose to let others know if they will be gone from campus. In virtually all cases of unexpected absence reported by friends or acquaintances the student returns or contacts someone within a short time. There may be cases when an unexpected absence is more serious and there is a concern the student is missing and his/her safety is at risk.

Gonzaga University defines a “Missing Student” as a person absent contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence, or known facts indicate his/her safety may be at risk. Such factors could include, but are not limited to, a report or suspicion of foul play, suicidal or self-destructive comments or behavior, alcohol or drug dependency, or association with persons who may endanger the student’s welfare.

A report of a student absent or missing under unusual or unexplained circumstances should be immediately directed to the Campus Public Safety & Security Communications Center, 509-313-2222 or ext. 2222. This office is staffed 24 hours a day year round. Reports may also be made to the Student Life office, College Hall 120, 509-313-4100 or ext. 4100. This office is open Monday-Friday 8 am til 4:30 pm. In addition, reports of missing persons may be made to following:

| <b>Title/Office Location</b>                              | <b>Phone</b>         |
|-----------------------------------------------------------|----------------------|
| Senior Associate Director of Residence Life, O’Leary Hall | Ext. 4103 (313-4103) |
| Area Coordinator, Kennedy Apartments                      | Ext. 4155 (313-4155) |
| Area Coordinator, Coughlin Hall                           | Ext. 4173 (313-4173) |
| Residence Director, Desmet Hall                           | Ext. 4524 (313-4524) |
| Residence Director, Marian Hall                           | Ext. 5887 (313-5887) |
| Residence Director, Dussault Apartments                   | Ext. 4160 (313-4160) |
| Residence Director Catherine-Monica Hall                  | Ext. 3387 (313-3387) |
| Residence Director, Dooley Hall                           | Ext. 5301 (313-5301) |

Anyone receiving a missing student report must immediately bring it to the attention of the Campus Public Safety & Security department.

If the University is advised of the unusual or unexpected absence of a student, reasonable steps will be taken to gather information in order to locate the student or establish his or her well-being. The Campus Public Safety & Security department is responsible for conducting an inquiry and making a determination the student is “missing.” As part of an inquiry, instructors, advisors, parents, friends, law enforcement officials and others may be contacted. In addition social media sites such as facebook may be accessed and activity on University-issued email accounts may be checked.

The federal Clery Campus Security Act contains provisions specifically related to missing or absent students who reside in University residential facilities. The following policy and procedures apply only to those students.

Any student living in a University-owned or operated residential facility may list a confidential contact person or persons to whom the University will notify within 24 hours of a determination by the Campus Public Safety & Security department the student is missing. The confidential contact information will be maintained jointly by the Campus Public Safety & Security department and the office of Housing and Residence Life. To designate a confidential contact person as part of this missing student policy, please contact the office of Housing and Residence

Life at 509-313-4103 or x4103. The information will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel as part of a missing persons investigation.

If a student is under 18 years of age and not emancipated (legally independent of his/her parents), the University will notify the student's custodial parent or guardian in addition to any confidential contact person listed by the student.

Regardless of whether a residential student lists a confidential contact person, is above the age of 18 years, or is an emancipated minor, the Campus Public Safety & Security department will inform the Spokane Police department within 24 hours of the determination that a student is missing. When the Campus Public Safety & Security department notifies the Spokane Police department of the missing student report, Spokane Police will become the lead agency on the investigation. Campus Public Safety & Security will assist the Spokane Police with continued inquiry within the campus community.

## **SEXUAL MISCONDUCT AND HARASSMENT POLICY**

### **Sexual Misconduct and Harassment – How to Report and Available Resources**

Sexual discrimination and harassment, including sexual violence (for example, rape, sexual assault, sexual coercion), dating violence, domestic violence, harassment and stalking based on sex or gender, and sexual exploitation, is covered by this policy. More detailed information is provided below. The University encourages you to report any incident of sexual misconduct and harassment and use the services and resources described in this policy.

The following information will assist you in reporting an incident. An incident involving students, either as the reporting party or the accused (see definitions below) does not have to occur on campus to be reported to the University. The University will assist any student reporting an incident of sexual misconduct and harassment. If you have information about any type of sexual misconduct and harassment of another person involving a student, staff or faculty member, you are encouraged to report that information immediately using the contact information below. The University is obligated by federal law to investigate and respond to all reports of sexual discrimination, harassment and misconduct. A "report" is considered to be a "complaint" under this policy and federal law.

Trained professionals are available to assist you and anyone who has been impacted by these incidents. Personal assistance, support and resources are available to you, both on- and off-campus.

### **Reporting Options:**

If you feel you have experienced any type of sexual misconduct or harassment you may report the incident in a number of ways:

- 1) IF YOU ARE IN IMMEDIATE DANGER, GET TO A SAFE PLACE AND CALL THE SPOKANE POLICE DEPARTMENT – 911
- 2) Assistance is available from the University 24 hours a day year-round by calling the Campus Public Safety & Security Dispatch Center at 313-2222 or extension 2222. You can request a Security Officer to respond and take a report, or request to speak to a Sexual Assault Response Team (SART) First Responder. You do not have to file a Security incident report to speak with a SART First Responder

- 3) During regular business hours you may also contact a professional staff member in the Student Life Office, College Hall 120, 313-4100 or extension 4100
- 4) An anonymous incident report can be completed on-line by using the anonymous report form via the Gonzaga University website at [www.gonzaga.edu/sexualmisconductform](http://www.gonzaga.edu/sexualmisconductform)
- 5) A report can be made with a SART First Responder, Security Officer or a Professional staff member from the Student Life Office
  - You may report the incident without disclosing your name, the name of the accused person or requesting any action. However, withholding your name, the name of the accused or requesting no action may limit how the University can deal with the situation
  - You may report the incident and request an investigation and/or University judicial action
  - You do not have to decide whether or not to request University judicial action at the time you make the report. This option to request action is open to you as long as you and the accused person are students of the University
- 6) File a criminal report with the Spokane Police Department. You can report directly to SPD by calling 911. It is important to preserve any evidence. Do not shower, douche, wash clothes, brush teeth, eat or drink after an assault. The police may want to collect evidence for a potential criminal investigation.

Notifying the Spokane Police Department will generally result in the reporting party, and in some cases the accused, being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a University response.

A report made only to Gonzaga University is not the same as a report made to local police. The University process and the criminal justice process are two separate courses of action. If you wish to file a report with the Spokane Police Department, a Gonzaga Student Life Professional staff member will assist upon your request. The University will not file a police report about your incident or on your behalf unless compelling circumstances exist. The University's response to a report is not impacted by the reporting party's decision to file a criminal complaint, or the outcome of the criminal investigation. You can pursue a criminal complaint and a complaint through the University at the same time. In some cases the University's investigation may be delayed while the police investigation is being done.

If you want to talk to someone about an incident of sexual misconduct in a confidential manner without making a report or having any investigation or action by the University or the police you can:

- Speak to a counselor at the University Counseling Center, 313-4054 or extension 4054. Professional and pastoral counselors employed by the University will treat you with confidentiality and not share information with other University departments unless there is a danger to you or some other person
- Call SAFeT (Sexual Assault and Family Trauma center), the local sexual assault crisis agency at 624-RAPE. SAFeT's services are completely confidential and they do not exchange information or forward reports to the University

### **Campus and Community Resources:**

**Gonzaga's Sexual Assault Response Team (SART) First Responders:** First Responders are available to assist the reporting party with immediate and short-term needs. SART Responders

are trained to respond to incidents of sexual misconduct and are available to meet with friends or family members of the reporting party who also may seek assistance or support immediately after an event. Call Campus Public Safety & Security Dispatch center at 313-2222 or extension 2222.

Spokane's Community Advocates: SAFeT (Sexual Assault and Family Trauma Center) community advocates offer crisis intervention, information and referrals, legal advocacy and support services for all crime victims and their friends and family members. SAFeT Advocates can assist with Crime Victims Compensation which may pay for a hospital emergency visit and testing. It is important to note that talking with a Community Advocate is not the same thing as making a report with the University. Community Advocates are independent of the University and do not provide information disclosed to them to the University. Call 624-RAPE.

Medical Care: If medical care is needed after an incident these procedures should be considered as soon as possible.

- Sexual Assault medical examination, sometimes called a “rape kit” to collect potential evidence for a criminal complaint (provided only by a trained examiner in a hospital)
- STD and HIV testing (available through the University Health Center or another off-campus provider)
- Pregnancy testing (available through the University Health Center or another off-campus provider)
- Health care concerns related to the incident may be discussed with the hospital emergency staff, your own private physician or the University Health Center staff, who can also provide referrals to off-campus providers

Emotional Needs: Individuals who have experienced sexual misconduct are encouraged to obtain help from a professional counselor and/or support group. GU's Counseling Center Staff (313-4054 or extension 4054) is available to meet with students by appointment, or in some cases on short-notice. Off-campus counseling independent of the University may be arranged through a SAFeT advocate (624-RAPE), First Call For Help (838-4428) or through a referral from the GU Counseling Center.

Academic and Living Arrangements: A reporting party may request a change in academic or living situation after a report of sexual misconduct or harassment. Upon request the University will inform the reporting party of the options and will accommodate the request if those changes are reasonably available. In some cases the University may initiate these changes without a request.

Safe Transportation: Campus Public Safety & Security will provide escorts on and near campus (to and from residences in the immediate neighborhood) upon request. During the school year the “SafeRide” program (568-6000) provides students a free cab ride if they find themselves in a situation which their personal safety or well-being is compromised.

**Gonzaga University Support Services:**

|                                          |                             |
|------------------------------------------|-----------------------------|
| SART First Responders                    | 313-2222 or extension 2222* |
| Campus Public Safety & Security Dispatch | 313-2222 or extension 2222* |
| Health Center                            | 313-4052 or extension 4052  |
| Counseling Center                        | 313-4054 or extension 4054  |
| Student Life Office                      | 313-4100 or extension 4100  |

### **Spokane Community Services:**

|                                             |                                   |
|---------------------------------------------|-----------------------------------|
| Spokane Police Department                   | 911* or 456-2233 (non-emergency)* |
| SAFeT (Advocacy and support)                | 624-RAPE*                         |
| First Call For Help                         | 838-4428*                         |
| Sacred Heart Medical Center Emergency Dept. | 474-3131*                         |
| Holy Family Hospital Emergency Dept.        | 482-0111*                         |
| Deaconess Hospital Emergency Dept.          | 458-5800*                         |

**\*24/7/365 availability**

### **Policy Introduction**

Sexual misconduct and harassment will not be tolerated at Gonzaga University because it is counter to our mission, values, and Ethos Statement and interferes with a student's ability to enjoy the benefits of the Gonzaga experience. Sexual harassment may include sexual misconduct and sexual violence and may be discriminatory. Sexual misconduct and harassment, including sexual violence, includes acts generally understood as rape, sexual assault, and sexual coercion. It also includes other misconduct based on sex or gender such as dating and domestic violence, harassment and stalking, and sexual exploitation. Such misconduct and harassment is prohibited by University policy as well as a federal law known as Title IX. The University does not discriminate on the basis of sex in any of its programs and nondiscrimination is required by Title IX.

This policy deals specifically with sexual misconduct and harassment involving students. It describes the reporting procedure for students who feel they have experienced sexual misconduct or harassment. The Student Life office handles the process of receiving reports, responding to the situation, and reaching resolution of a complaint when students are involved. If a situation also involves a student and a staff or faculty member the Student Life office works cooperatively with the University's Title IX/Equal Opportunity Officer. This policy is consistent with the University overall harassment and discrimination policies.

The University will take prompt steps to end sexual harassment and sexual violence and will resolve complaints equitably. "Prompt" means within the time frames listed below whenever possible. "Equitably" means with fairness towards all parties while not creating an undue burden on a student making a complaint of harassment or misconduct. We do this by providing support services for individuals and groups who have been affected, by holding accountable students who violate this policy, and through University student judicial processes. The University also provides awareness and prevention education.

### **Definitions**

These definitions are descriptive of conduct which may constitute sexual misconduct and harassment and determine a finding of responsibility for violation of this policy in the student judicial process. Other misconduct not meeting these definitions (described below) is covered by the University's general conduct and disciplinary provisions.

**"Accused"**: the person(s) who allegedly ("is said to have") committed acts of sexual misconduct or harassment.

**"Coercion"**: The use or threat of force, the use or threat of immediate or future harm, or the use of physical or severe and/or pervasive emotional intimidation to cause another person to engage in or submit to certain activities. Coercion also includes administering a drug, intoxicant or similar substance that impairs the person's ability to give consent.

**"Consent"** occurs when the parties exchange affirmative words or behavior indicating their

agreement to freely participate in mutual sexual activity. As a general rule, a person will be considered unable to give valid consent if she/he cannot appreciate the who, what, when, where, why and how of a sexual interaction.

The following further clarifies the definition of consent:

- A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. For example, one who is asleep cannot give consent.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent.
- A person in an alcoholic blackout state may appear to act normally. An individual in a blackout state can walk, talk, drive, etc., but will not have memory of these activities. If this person affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the alcohol consumption or blackout, then consent may be considered to have been given.

**“Dating violence and domestic violence”**: Dating violence refers to a situation in which one dating partner is physically, emotionally or sexually abused by the other dating partner. Domestic violence is similar to dating violence but involves individuals who live together. Dating violence and domestic violence can occur between individuals of the opposite sex or of the same sex.

**“Incapacitation ”**: An individual who is unable to give consent because he/she is mentally and/or physically helpless, unconscious, or unaware, due to drug or alcohol consumption (voluntarily or involuntarily) or for some other reason. Incapacitation impairs a person’s decision-making capacity, awareness of the consequences and ability to make judgments.

**“Reporting Party”**: the person who reports to the University alleging that he/she has experienced sexual misconduct or harassment. The term “Reporting Party” is also used for the person who experienced the misconduct or harassment even if another person (a third party) notifies the University of the incident.

**“Sexual-based Communication”**: Speaking to, or directing any kind of communication, words, or images of a sexual nature at another person. If the communication is unwelcome, that is, if it occurs without the other person’s consent or participation it may create a hostile learning and living environment. Sexual-based Communication includes interactions in person, by phone, electronic messages and photos, written words or images such as graffiti, and social media postings.

**“Sexual Exploitation”**: taking unjust or abusive sexual advantage of another; for the accused’s own advantage or benefit; or for the benefit or advantage of anyone other than the reporting party; and that behavior does not otherwise constitute other forms of sexual misconduct or harassment [see Harassment Policy]. Examples of sexual exploitation include, and are not limited to:

- Creating images (including video or still photography) of another person of a sexual nature via web-cam, camera, Internet exposure, etc., without knowledge and consent of all persons
- Knowingly exposing HIV or another STD to an unknowing person or to a person who has not consented to the risk
- Inducing incapacitation with the intent to commit sexual assault – in this instance, sexual exploitation can occur regardless of whether sexual activity actually occurs
- Voyeurism

**“Sexual Violence”**: Acts commonly understood as rape (vaginal or anal penetration), sexual assault (unwanted touching of a person’s private areas) and sexual coercion (defined above).

**“Stalking”**: a pattern of repeated and unwanted attention, harassment, contact, or any other

course of conduct directed at a specific person based on that person's sex or gender that would cause a reasonable person to feel fear.

### **Behavioral Expectations**

The University expects students to conduct themselves in a manner consistent with the Mission and Ethos Statements and its Principles of Student Conduct, particularly Respect for Oneself and Respect for Others. This means that sexual activity should be mutual and consensual. Each individual is expected to obtain and give consent before such activity. Consent, preferably in the form of verbal affirmation, must be informed, and freely and actively given. If at any time either party demonstrates that she/ he is hesitant, confused or unsure, or that it is reasonably apparent, both parties should stop and obtain mutual verbal consent before continuing such activity. Sexual-based communication (described in the definitions above) must be welcomed by the receiving party.

It is our goal that students report all incidents of sexual misconduct so that those affected can receive the support and resources they need. Therefore, violations of the University's alcohol and drug policies by the reporting party may be exempt from disciplinary action in situations which sexual misconduct or harassment also occurs. However, the University may initiate an educational discussion about the use of alcohol or drugs and their impact.

### **Making a Report of Sexual Misconduct and Harassment**

Please see the first section of this policy for detailed information on the ways to make a report.

### **Procedures for Student Sexual Misconduct and Harassment Reports**

The University will conduct an investigation when an incident of sexual misconduct or harassment is reported by the student or the University becomes aware of the situation by other reliable means. The first priority is to offer support and services to the reporting party. The University will respond promptly and equitably to reports of sexual misconduct and harassment. The University's response may take a number of forms within its discretion. This includes offering reasonable protection and services to the reporting party or others, conducting an investigation, contacting the accused, imposing corrective or restrictive measures, and/or conducting a student judicial hearing or other proceedings.

The University is obligated by federal law to investigate and respond to all reports of sexual discrimination, harassment and misconduct. The investigation is conducted by a University official who gathers information from the reporting party, accused, and witnesses if appropriate. The University uses this information, in addition to the initial report, to better understand what happened and determine what response is necessary. Based on the results of the investigation, the University will take appropriate measures designed to end the misconduct, prevent its recurrence and address its effects.

In some cases the reporting party may choose not to provide their name or the name of the accused, or may request that no action be taken by the University. This may limit how the University can deal with the situation. However, it will not limit the other services and resources the University can provide. Generally the University will not conduct more than a basic investigation without the reporting party's consent. However, to meet legal requirements, or under compelling circumstances such as evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the accused, the University may conduct further investigation, or take other appropriate measures without the reporting party's consent. A reporting party will be informed whenever possible of any action taken by the University to resolve the complaint, including further investigation and corrective or disciplinary steps.

After a reporting party has made a report to a Professional staff member from the Student Life office, (trained in sexual assault response and the University's sexual misconduct and harassment policy), will meet with the reporting party a number of times. The Professional staff member follows up on well-being of the reporting party, coordinates the University's resources and services for the reporting party, and assists with the investigation and response.

### **Disciplinary Process/Judicial Hearing**

The Professional Staff member from the Student Life Office who meets with the reporting party will discuss potential options for resolving the complaint. A reporting party may request the University initiate student conduct and/or judicial proceedings against the accused, who must also be a student. The decision to conduct a judicial hearing or take other measures is within the University's discretion. The Chief judicial officer or designee will consider all the facts of the case, including a reporting party's request, and determine if a hearing is the most appropriate response to resolve the situation. The reporting party will be informed of the decision regarding a hearing request and if a hearing is not held, will be provided with an explanation and an alternate means of resolving the complaint. Whether a hearing is held or alternative means are used to determine responsibility for a violation of the University's Sexual Misconduct and Harassment Policy, the University uses a standard of more likely than not. In other words, **is the accused more likely than not responsible for a violation of the policy**. Gonzaga has used this standard for years.

If a judicial hearing is conducted by the University, the purpose is to determine whether the accused is responsible for a violation the policy. Gonzaga's hearing process determines responsibility based on the information presented during the hearing and the unique facts of the case. Under Washington law sexual misconduct (as described in the definitions above) may include punishable crimes. However, the University conducts investigations and hearings and renders sanctions in a non-criminal context. Although the definitions and procedures may be similar to criminal law or the criminal court system, they are specific to Gonzaga University and limited to the meaning and use given them by the University. An act not criminally prosecuted may still violate University policy.

Before the hearing both the reporting party and the accused will each meet with a separate University "intake" person who will explain what happens during a hearing. This includes procedures for reviewing information which will be used during the hearing. Any investigative reports, other materials, or written statements provided by either party for the hearing will be made available to both parties, to the extent allowed by privacy laws. Both parties will be given at least two opportunities to review this information prior to the hearing.

During the hearing the incident is reviewed by either a hearing board or hearing officer. The board or officer listens to and speaks with the reporting party, the accused, and witnesses, and considers other relevant information, including results from the investigation. The board or officer will also consider any written statements provided by either party for the hearing and may ask relevant questions related to these statements.

The reporting party and the accused are entitled to the same opportunity to present relevant witnesses and other information. Questions may be asked through the hearing board or officer. The hearing board or officer reserves the right to determine if a question is relevant and will be allowed. Both parties are entitled to the same opportunity to have a support person (other than the intake person) present during the hearing. If the support person happens to be an attorney, he/she cannot act as legal counsel. Support persons may not speak or participate directly in the

hearing unless invited by the hearing board or officer.

Each case is evaluated on its own unique circumstances. The hearing board or officer bases the determination of responsibility on all of the relevant information presented at the hearing. In cases involving sexual violence (as described in the definitions above), whether consent was given or obtained is a key factor in determining responsibility for a violation of Sexual Misconduct and Harassment Policy. The University has established considerations for a determination of responsibility under this policy, as described here. All three factors do not need to be present.

- 1) the use of, or threat of, coercion or force by the accused; and/or**
- 2) the reporting party was incapacitated and it was reasonably apparent to the accused; and/or**
- 3) the reporting party was not able or did not give consent.**

If the information presented at the hearing does not support a determination of responsibility for a violation of the Sexual Misconduct and Harassment Policy based on the standard of **more likely than not**, the board or officer may still determine responsibility for a related violation of the Student Conduct Code.

For general information on judicial and hearing procedures see the “Student Conduct and Disciplinary System” in this handbook.

### ***Additional Information***

#### **Steps Before Resolving a Complaint:**

After a report is made the University will provide reasonable protection against further acts of misconduct, harassment or retaliation as needed, as well as services and resources to allow the equal right to an education at Gonzaga. For a listing of services and resources see the Campus and Community Resources section of this policy under Reporting Options.

The reporting party may request, or the University may impose, communication and contact restrictions to prevent further potentially harmful interaction. A reporting party may request a change in academic or living situation after a report of sexual misconduct or harassment by speaking with the Student Life Professional staff member assigned to her/his case. Upon request the University will inform the reporting party of the options and will accommodate the request if those changes are reasonably available. In some cases the University may carry out these changes without a request.

In some student-on-student cases the reporting party or other student may wish to consider a protection/anti-harassment order from the local district court of the State of Washington. This is a civil proceeding independent of the University. If a court order is issued the University will, to the extent possible, assist the protected person in benefitting from the restrictions imposed by the court and will also facilitate the restricted person in complying with the order. The court enforces the order through law enforcement. The University does not enforce the order but does enforce its own rules. It is important to note that a civil court order may, unless the court is fully informed, prevent the University from conducting a hearing in which students who are subject to the order want to be present and provide information. A student can always return to the court to request modification of the order.

#### **Time Frames for Sexual Misconduct and Harassment Reports:**

The time frames listed here are guides and may be extended because of extraordinary

circumstances. Each case is unique and the process for handling the incident will be impacted by factors such as the complexity of the investigation and situation, the parties' schedules and availability, and the academic calendar. Generally speaking, the University will complete the investigative stage within 30 calendar days of receiving a report. If a judicial hearing or other student conduct processes are used, that will occur with 30 calendar days of the end of the investigation. Parties will be notified of the final outcome within seven calendar days of the hearing or other action which concludes the complaint process. The University will attempt to provide parties with periodic status updates. In no case will these time frames delay the University from providing services or enacting other measures to assist the reporting party.

**Sanctions for sexual or other relationship misconduct:**

The University determines sanctions based on the facts of the case, including the severity of the offense. The Chief judicial officer or designee assigns sanctions. Sanctions may be recommended to the Chief judicial officer or designee by the board or officer that heard that case. A student found responsible for a violation of the Sexual Misconduct and Harassment policy could receive sanctions ranging from suspension, probation, restorative justice actions, counseling, educational requirements or a written reprimand. In some cases, a student found responsible may be suspended or dismissed from the University until at least such time as the reporting party is no longer enrolled in her/his current course of study.

**Appeals:**

Specific to this policy both the reporting party and the accused are given the same opportunity to an appeal of the determination of the alleged violation and/or the sanction related to it imposed upon the accused. Appeals will be decided and the parties informed of the outcome within 14 calendar days of the appeal deadline. The appeals procedure, including grounds for an appeal, is described in the Student Conduct and Disciplinary System section of the Student Handbook.

**Notification:**

The University will inform both the reporting party and the accused in writing of the outcome of any University proceedings for allegations of sexual misconduct and harassment, including appeals, within the time frames described above. The outcome is the University's final determination about the alleged offense and any sanction which directly relates to the reporting party imposed against the accused.

**Retaliation:**

Although Gonzaga acknowledges that extreme emotions and stress may be involved in these incidents, the University does not condone any person on either side of the incident engaging in any type of retaliation and views complaints of retaliation with great seriousness. Retaliation may include continued abuse or violence, other harassment, and slander and libel. This conduct may be by the accused or others. A reporting party is strongly encouraged to report any concerns about retaliation to Campus Public Safety & Security or the Student Life office. Violations will be handled in accordance with this policy and the University's Behavioral Expectations.

**Questions, Concerns and Oversight of the Process:**

The Student Life Title IX Coordinator is responsible for oversight of response to reports and complaints of sexual misconduct and harassment. This includes insuring compliance with the regulations of Title IX, providing assistance and support to University employees who respond to reports or complaints and addressing concerns about the Student Life division's handling of reports and complaints. The Student Life Title IX Coordinator is located in the Student Life

Office (College Hall 120, 313-4150 or extension 4150) and is available to meet with students or involved parties to discuss the process. The University also has a Title IX Coordinator responsible for oversight of the University's overall response to Title IX matters. The University's Title IX Coordinator is located in the Equal Opportunity Office within the Crosby House (corner of Addison and Sharp, just north of College Hall, 313-6910 or extension 6910). The Title IX Coordinators may only discuss a specific case with persons other than the reporting party or accused if written authorization is provided by those parties. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinators or the Office of Civil Rights via [www.ed.gov](http://www.ed.gov).

**Sexual Misconduct and Harassment Awareness and Education Programs:**

Programming about sexual misconduct and harassment, the impact of drugs and alcohol in students' lives, and harm reduction and prevention is available through the Student Wellness Resource Center, 1111 N. Dakota, 313-5921 or extension 5921. SWRC conducts a number of events each semester and is also available to design programming for specific groups or situations.

The "Green Dot" program is coordinated through SWRC and reaches out to all student populations. The goal of Green Dot is to create awareness around sexual violence and engage the community in prevention efforts. Bystander Intervention as a means for reducing potential incidents of sexual violence is emphasized. Campus culture and climate surrounding sexual violence is impacted by engaging students. For more information please call SWRC.

New Student Orientation each fall provides interactive sessions related to sexual misconduct and relationships. Residence hall programs in individual buildings also focus on personal safety, relationships, sexual misconduct and other related topics.

The Women's and Gender Studies department supports student-led programming related to sexual misconduct and harassment, such as the annual Take Back the Night program each spring.

## HARASSMENT AND DISCRIMINATION REPORTS

Gonzaga University will not tolerate harassment and discrimination based on race, gender, sex, religion, national origin, ethnicity, age, sexual orientation, disability or any other characteristic or trait protected by law. The Student Life office is responsible for handling student-to-student complaints as well as complaints of harassment or discrimination against a student by an unknown party. Unlawful harassment can take many forms, including verbal acts and name-calling, graphic and written statements, communications via cell phones or the internet, or other conduct which may be physically threatening, harmful or humiliating. Policies and procedures related to complaints are described below in more detail, beginning on page 144. In addition, The Student Life division has a specific policy and procedure related to harassment and discrimination based on sex which includes sexual misconduct on page 157. The University's Equal Opportunity Officer/Title IX Coordinator is responsible for oversight of the complaint process for all forms of harassment and discrimination prohibited by law. Complaints of harassment or discrimination involving both a student and a faculty/staff member are jointly handled by the Student Life office and the Equal Opportunity Officer. The University will take steps to end the harassment or discrimination, prevent its recurrence and address its effects.

If you believe you have experienced harassment or discrimination based on the characteristics or traits listed above, you are encouraged to report the incident to receive support and resources. It is important that a record of the incident is established in a timely way.

**If the incident involves a threat to safety, a crime, or if evidence needs to be collected or preserved, the local police should be contacted immediately through 911. Gonzaga Campus Public Safety & Security should be called after 911 has been notified. A Security officer or other University official can assist you in making a police report or accompany you while you make a report.**

For non-emergency situations, you can report the incident to any one of the following offices or individuals, who will then coordinate with the Student Life Office in responding to the incident, your needs and the welfare of the campus community. During regular University business hours you can contact:

- Campus Public Safety & Security Dispatch Center, 313-2222
- Student Life Office, College Hall 120, 313-4100
- Housing and Residence Life Office, O'Leary Hall lower level, 313-4103
- Disability, Resources, Education and Access Management (DREAM), Foley 2nd floor, 313-4134
- Office of Academic Advising and Assistance, College Hall 104, 313-4072
- LGBT Resource Center, Unity House, 313-5847
- Unity Multicultural Education Center, Unity House, 313-5836
- Equal Opportunity Office, Crosby House (Sharp and Addison streets), 313-6910
- After regular business hours, on weekends and holidays you can contact:
  - Campus Public Safety & Security Dispatch Center, 313-2222
  - Professional Residence Director or Area Coordinator, (in your residence hall or by calling Security dispatch)

These offices and professionals will assist you in getting the incident documented and providing you with the support and resources you may need. Your report will be forwarded to the Student Life Office. The Student Life Office will assign an "Incident Manager" to each report to coordinate a response of care, concern and follow-up. An investigation to determine the circumstances of the incident will occur. Based on the results of the investigation the University

will determine an appropriate response. If the person identified as responsible for the alleged harassment is a student you may request University conduct/judicial action through the Incident Manager assigned to your case.

Information about the Student Life and University's processes for handling reports of harassment and discrimination and resolving complaints, please contact the Student Life Office or the Equal Opportunity Office.

## **SELECTED UNIVERSITY POLICIES**

Please consult the current on-line Student Handbook at [www.gonzaga.edu/studenthandbook](http://www.gonzaga.edu/studenthandbook) for other University policies, rules and expectations related to student conduct. Faculty members should contact the Academic Vice President's office. Staff members should consult the University Personnel Policy and Procedure Manual or Human Resources.

### **Alcohol Policy**

The use of alcoholic beverages on University property and at University events must be consistent with University policy and applicable law. In the case of branch campuses or programs, use of alcoholic beverages must be consistent with the laws of the jurisdiction where University programs are located. All state and local laws regarding alcohol are also University rules. Off-campus conduct related to alcohol which violates the law also violates University policy. The following is a summary from Washington state statutes of some important points related to the use of alcoholic beverages:

- A person must be 21 years of age to acquire, possess or consume any liquor (alcohol, spirits, wine and beer)
- It is a violation of state law for any person under 21 years of age to purchase or attempt to purchase alcoholic beverages
- It is a violation of state law to sell alcohol to a person under 21 years of age, as well as to provide alcohol to any person who is underage
- It is a violation of state law to misrepresent age and to use false or forged documents (such as a drivers license from any state) to obtain alcohol

Alcohol provided to students by their parents is prohibited on campus and in University residential facilities except as it relates to specific upper-division housing. Students in the presence of others improperly using alcohol may be in violation of the University's Expectation to Act policy.

The University reserves the right to confiscate, retain and dispose of/destroy any and all alcohol and related paraphernalia regardless of value or ownership. Paraphernalia is defined as alcohol containers of all kinds, posters, promotional items and items used to facilitate drinking such as beer steins and shot glasses.

Drinking which is dangerous or disruptive, over-intoxication and public drunkenness, regardless of age or where the alcohol was consumed, is inappropriate and is not an excuse. For

those under 21 years, consumption of alcohol off-campus is a violation of the University's alcohol policy.

The following two sections apply specifically to Gonzaga University's Spokane campus.

***On-Campus Gonzaga-owned property and buildings***

A. University regulations do not permit the possession or consumption of alcoholic beverages in common areas (both interior and exterior) except in cases specifically approved by, and registered with, the Student Life Office, and which comply with state and local laws.

B. Requests for special events must be reviewed and authorized by the Vice President for Student Life or his/her designee, subject to Washington State Liquor Control regulations. Individuals who sponsor special events involving the serving of alcoholic beverages must be 21 years of age and must abide by all State and local regulations.

C. Organizations or individuals sponsoring any event at which alcoholic beverages are served or present:

1. Are responsible for ensuring laws and University regulations governing the provision and consumption of alcoholic beverages are upheld.
2. Must arrange to serve non-alcoholic beverages and food appropriate to the occasion.
3. Must arrange for a responsible bartender to coordinate serving. Choice of bartender is subject to review and approval by the Student Life Office.
4. Must fulfill all requirements listed by the Vice President for Student Life Office.

***Alcoholic beverages in University owned residential facilities***

The use of alcohol is prohibited in some cases and regulated in others as described below:

A. Possession or consumption of alcohol in common areas, both interior and exterior of all residential facilities is prohibited.

B. Residential facilities reserved for lower-division (first and second year) students

1. Students of any age and/or their guests of any age may not consume alcoholic beverages. Use, possession, distribution, sale or display of alcoholic beverages and alcohol paraphernalia including possession of empty alcohol containers is prohibited.
2. Should alcohol-related problems arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.
3. Empty containers may be considered evidence of consumption/possession of alcoholic beverages.

C. Residential Facilities reserved for upper-division (third year and above) students

1. Residents of individual rooms and apartments on campus and University owned off-campus apartments and houses are responsible for ensuring that University policy is upheld at all times with regard to alcoholic beverages
2. The possession and/or consumption of alcohol shall not infringe upon the privacy, peace, and rights of others.
3. Should alcohol-related problems arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.
4. In individual rooms, suites, or apartments in any residential facility maintained by Gonzaga University, mass quantities of alcoholic beverages are prohibited, regardless of the resident's

age. This includes, but is not limited to such things as kegs, multiple cases of beer, and stocked bars.

5. Beverages must be consumed within the confines of the apartment unit or house and are prohibited on balconies, stairways, parking lots, grounds, patios, porches and other common areas.

6. Residents are encouraged to refrain from having under-aged guests over while consuming alcoholic beverages to avoid the appearance that they may be distributing such beverages to under-aged people.

7. Any apartment unit or house which has an under-aged resident is considered “dry” until all assigned residents are at least 21-years old. This means it is prohibited to consume, possess, distribute, display or otherwise use alcoholic beverages and includes possession of empty containers.

8. Partying that becomes detrimental to the community is inappropriate.

9. Equipment or supplies used in drinking games or to promote excessive drinking (e.g., beer pong tables) are prohibited.

### ***Violations of the Alcohol Policy***

Violations of the alcohol policy will be enforced by the Student Life Staff, Residence Life Staff, University officials, and other members of the University community. Individuals, student groups, or organizations that violate any of the alcohol regulations will be held accountable and may lose the privilege of sponsoring future events as well as be subject to disciplinary actions by the Student Life Staff.

Students who violate State and local laws or University regulations concerning alcohol usage can expect to attend an alcohol education class and be subject to disciplinary action in accordance with University procedures up to and including suspension or dismissal from the University. Sanctions may also include scheduled or random alcohol testing.

Egregious violations of the alcohol policy may receive enhanced disciplinary follow-up. These violations include, but are not limited to possessing or consuming mass quantities of alcohol, and abusive consumption of alcohol, which includes but is not limited to:

- Requiring medical response, transport, or hospitalization
- Blackouts
- Disruption to the community, such as requiring others to watch over you, including friends
- Impacting University operations, such as Security and Residence staff duties

### **Communication/Contact Expectation Directives**

In situations involving conflicts between students, harassment, other unwanted contact, or allegations of inappropriate conduct, the University may issue a Communication/Contact Expectation Directive to one or both parties involved in the situation. The Directive may be requested by either party or it may be issued at the University’s own initiative. The Directive prohibits either one or both parties from having contact with the other party or third persons involved in the matter. The Directive may be issued as part of the University’s disciplinary process or it may be issued as a means to keep the parties separated for purposes of maintaining a peaceful environment. A University Communication/Contact Expectation Directive is not the same thing as a court order.

### **Disciplinary Hearing Disclosures – Crimes of Violence**

Gonzaga University will, upon written request, disclosed to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible

sex offense, the report on the results of any disciplinary proceeding conducted by the University against the student who is the alleged perpetrator of the crime or offense.

### **Drug Policy**

The illegal use of drugs at Gonzaga University is not tolerated. Actions that violate local, state, or federal laws in relation to drugs are also a violation of University policy. This includes the abuse and improper use of prescription drugs. Violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from the University and/or referral to law enforcement officials, whether it occurs on or off campus and irrespective of any action or inaction by civil authorities. Medical marijuana users should be aware that Gonzaga University does not permit marijuana use or possession on campus, even with official medical documentation, including in any residential facility. All questions regarding the reasonable accommodation of medical conditions, including conditions treated with medical marijuana, should be directed to the Disability Resources, Education, and Access Management (DREAM) office.

The unlawful manufacturing, possessing, having under control, selling, transmitting, using, or being party thereto of any dangerous drug, controlled substance, or drug paraphernalia on University premises or at University-sponsored activities is prohibited. Drug paraphernalia, particularly containing drug residue, may be considered indication of drug use.

It is a violation of the University's Expectation to Act policy to knowingly be in the presence of others who possess illegal drugs or paraphernalia, or to be in the presence of others using illegal drugs. The University reserves the right to confiscate, retain, and dispose of/destroy any and all drug related items regardless of value or ownership.

### ***Violations of the Drug Policy***

Violations of the drug policy will be enforced by the Student Life Staff, Residence Life Staff, or other University Officials. Students who violate Federal, State, local laws or University policies concerning drug usage are subject to disciplinary action in accordance with University procedures up to and including suspension or dismissal from the University. Students can expect sanctions including but not limited to: substance use assessment/recommendations for treatment, and scheduled or random drug testing in addition to other sanctions deemed appropriate, and any costs associated with assigned sanctions are the responsibility of the student. In the case that distribution of illegal drugs or prescription medications is suspected, the University's response may vary.

### **Drug-Free Schools and Campuses Regulations**

These regulations are part of the federal Drug Free Schools and Communities Act. The regulations require that, as a condition for receiving federal funds or federal financial assistance, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Gonzaga University has implemented such a program.

Simply stated, the illegal use of drugs at Gonzaga University is not tolerated. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or drug on University premises. The use by a Gonzaga student or employee of a controlled substance that is not medically authorized is strictly prohibited. Students or employees who violate the provisions of the drug-free campus policy may be subject to discipline, suspension, expulsion, or termination of employment. Violating this policy (and concurrent law) may also subject the student or employee to criminal prosecution. Legal penalties for drug violations vary depending on the

amount and classification of the controlled substance. These penalties range from a mandatory court appearance to a substantial fine and/or lengthy prison sentence.

Gonzaga University's alcohol policy has its basis in Washington State law. The University's alcohol policy is detailed elsewhere in this publication. Violations of University policy and/or applicable liquor laws may subject students or employees to discipline, suspension, expulsion, or termination of employment. Violations may also be subject to criminal prosecution. Legal penalties for liquor law violations range from a mandatory court appearance to fines and jail time.

Certain health risks are associated with the illegal use of drugs and alcohol use. Drug and alcohol use can affect a person's physical and emotional health, social life, and employment prospects. The hazards of alcohol and drug use differ from person to person. The health risks may include: interference with memory, sensation, and perception; impairment of reaction time and motor coordination; distortion of experiences and loss of self-control; death from respiratory depression; interference with the brain's ability to take in, sort, or synthesize information; physical exhaustion; complications of intravenous injection; and fetal damage from abuse by pregnant mothers. More information about specific health risks is available at the Campus Health Center.

Gonzaga encourages students who use alcohol and have problems, or suspect they have a substance abuse problem to seek assistance through campus resources such as the Student Life office, the Campus Health Center, and the Counseling Center. The University may refer students with problems beyond its means to outside rehabilitative or counseling services. Employees with substance abuse problems can access appropriate treatment through the medical insurance and other employee assistance programs provided by the University.

For further information about the University's compliance with the Drug-Free Schools and Campuses Regulations, the University's drug and alcohol policies, or related matters, please contact the Student Life office, College Hall #120, extension 4100.

### **Expectation to Act**

Students are expected to take appropriate action when a violation of University Student Conduct and Community Standards occurs in their presence. Observing but not participating in prohibited conduct often has a detrimental impact on the safety, good order and peace of the community through the inadvertent and silent message of support this presents. Students may be held accountable for their presence and response to the prohibited conduct even if they are not participating. Appropriate action includes, but is not limited to: immediately leaving the area, attempting to safely stop the prohibited conduct, notifying University or other officials, or a combination of these things. The appropriate response will also be determined by the type of prohibited conduct which is occurring. Students are expected to promptly report conduct or activity which poses a danger to the community or its members. This policy specifically applies to being in the presence of others using alcohol or drugs in violation of University policies, rules and expectations.

### **Identification Cards**

Students are required to obtain an official student identification card within one week of enrollment at the University. Students are required to carry the card at all times and present it when requested by any University official including Security and Dining staff members. If a card is lost or stolen contact Student Accounts immediately for a replacement.

The alteration or misuse of a student identification card is prohibited. This includes possessing, presenting or using another person's card or card number without permission. Students must surrender their identification card to a University official upon request.

### **Keys, Keycards, and Access Codes**

Loaning keys to any other person for the purpose of entering a University facility, residence hall, room or secured area without being accompanied by the legitimate key holder is prohibited. This includes identification "swipe" cards and keypad codes. This policy also applies to possessing, using, making, or causing to be made any keys for any building, laboratory, facility, residence hall room, or University room or secured area except as authorized by the Plant Services Department.

### **Off-Campus Conduct**

Students are subject to the University's behavioral expectations off-campus. Behavior off-campus that reflects adversely upon the University's values and image may subject the student to disciplinary action. This includes, but is not limited to: disrespect for the rights of Logan neighbors, hosting or allowing disruptive gatherings to occur at a residence and other nuisance behavior that reflects negatively on the institution. It also includes facilitating or allowing illegal or dangerous behavior as well as negative interactions with public safety officials.

### **Parking**

All students, staff, and faculty who park or use a vehicle on Gonzaga University property must register the vehicle with Campus Public Safety & Security. This applies to all vehicles brought to campus, including motorcycles. Vehicles can be registered at the Security office, located in the lower level of Welch Hall.

Parking lots are designated and posted by permit color and are restricted to particular groups (staff/faculty, law students, residence halls, rental properties, etc). A list of locations is provided at the time of registration, or is available at the Security Office. Parking enforcement is conducted year round, but hours and conditions vary depending on the time of year. Reserved spaces for disabled persons and maintenance vehicles, loading zones, fire lanes, campus interior, and other violations are enforced 24 hours a day year round. Students, staff, and faculty are not permitted to use a temporary visitor pass or park in visitor spaces.

Students receiving an unreasonably high number of citations may be assessed additional fees for non-compliance. An unreasonable number of citations, even those paid promptly, may also result in a referral to the Student Life staff for disciplinary follow-up. In addition to disciplinary action, on-campus parking privileges may be revoked upon adequate notice and an offending vehicle may be towed and impounded.

The University reserves the right to search privately owned vehicles on University property when there is an indication that the vehicle may be involved in a violation of a University policy.

Further information about parking rules and regulations, permit sales and registration, violation fees and payments and appeals is available at the Security office, or by calling the Parking Message Line at extension 4147 (313-4147). Information is also available via the Campus Security website at [www.gonzaga.edu/security](http://www.gonzaga.edu/security).

### **Posting**

The University reserves the right to regulate the posting and distribution of all notices. Approval for posting, as well as complete posting/publicity guidelines, may be obtained at the Crosby

Information Desk located in the Crosby Student Center. All residence hall postings must be approved through the Housing Office and will be distributed to Residence Hall staff for displaying. The University policy has been designed to ensure that Gonzaga University students, faculty, and staff have equal access to common posting areas and that the aesthetic quality of the campus is preserved. Posting on University property is a privilege.

### **Skating and Biking on Campus**

Safety, courtesy and caution dictate the use of skateboards, in-line skates, bicycles and scooters on campus. The use of these items is not permitted in any university facility or on any stairways. The right of way of pedestrians is to be observed at all times. Stunt riding and skating, including the use of benches, stairways or other objects, is prohibited. Electric and gas powered scooters may be treated as motor vehicles by the University and subject to parking and traffic regulations. Bicycles may not be left in stairwells or in any area likely to impede foot or vehicle traffic. Bicycles may not be secured to any object other than a bike rack. Bicycle riders are expected to observe the city of Spokane's helmet ordinance while on campus.

### **Smoking**

University policy and state law prohibit smoking inside buildings and within 25 feet of building entrances, exits, windows that open and ventilation intakes. In many cases a person who chooses to smoke must be more than 25 feet from the building in order to comply with the law and University policy. This applies not just to tobacco but to all smoking materials. Evidence of smoking, including residual odor, will be treated as a violation of this policy.

### **Solicitation**

In order to protect students' right to privacy, under no circumstances are off-campus solicitors allowed to canvass campus. Any violation of this policy should be reported to the Student Life office or Campus Public Safety & Security immediately. Permission for public area solicitation must be obtained from the manager of the Crosby Student Center. Students or student groups wanting permission for solicitation within Residence Halls (including "dorm storming") must receive permission from the Residence Director of the building(s) they wish to canvass.

The use of University facilities and resources to conduct commercial ventures not sanctioned by the University is prohibited. This includes housing facilities, MSC box/address, University phone number(s), voice mail, computing resources and use of University logos/trademarks.

### **Weapons, Fireworks and Explosives**

The presence and use of weapons on campus, except in very limited circumstances, presents a potential threat to the safety of all community members. Use or display of weapons may result in threat or injury to self or others. Use or display of weapons, whether intentional or not, is generally inconsistent with our Ethos Statement and may be illegal.

Possession, use, display, sale or exchange of weapons at any location on campus, including University residential facilities and privately-owned vehicles, is prohibited. Fireworks, flammables, explosives and chemicals of an explosive and or flammable nature are also prohibited. The term “weapon” means any object designed to propel an object, inflict a wound, cause injury, incapacitate, damage property or cause a reasonable fear of such, and includes, but is not limited to, all firearms, pellet/BB/air guns, paintball guns, home-manufactured cannons or explosive devices, bows and arrows, slingshots, clubs, martial arts devices, switchblade or otherwise-illegal knives or knives with a blade longer than three inches (with the exception of kitchen knives in our University homes and apartments). Replica guns and other simulated weapons are covered by this policy. Objects otherwise not considered weapons and knives with blades less than three inches may be covered by this policy if used as a weapon.

Exceptions to this policy may be authorized by the Director of Security. The University retains the right to search persons, possessions and bags and privately-owned vehicles on University property and to confiscate, retain and dispose of/destroy all items covered by this policy regardless of value or ownership. Law enforcement may be contacted for some violations of this policy.

## **CRIME PREVENTION ON CAMPUS**

### **Campus Safety and Security Resources**

The Campus Security department maintains an active blog, Facebook page, and Twitter page which contain timely crime prevention and awareness tips and other information about creating a safe community. Visit CAMPO at <http://blogs.gonzaga.edu/campo/>.

The Department also provides presentations on a wide variety of security and safety topics in collaboration with staff, faculty, and student groups and organizations.

The University has several standing committees, such as the Security Advisory Council, Risk Management Committee and Safety Committee that consider safety and security issues. Students, staff and faculty are encouraged to utilize these committees to address concerns. More information about these committees is available by calling the Student Life office at x4100 (313-4100 from non-campus phones).

### **Residence Hall Security**

During the school year the Gonzaga campus is home to more than 3000 students that live in University residential facilities. Keeping the residence halls safe requires attention to some particular security concerns:

- Close exterior doors behind you as you enter your hall. DO NOT allow anyone to enter who is not accompanied by another resident (Yes, even the pizza guy can't enter unescorted). Propping exterior doors (even when it's hot) increases the risk of victimization to yourself and others
- Escort your visitors to the exterior door when they leave
- Soliciting and sales are not allowed in the residence halls. Report solicitors you encounter to Campus Security and residence hall staff
- If a door or lock is broken, call Customer Service to report it. After hours and on weekends, call Security and notify your residence hall staff member
- If you live on the ground floor or have a balcony keep your windows locked. Sliding glass doors in apartments should also be kept locked, even on upper floors

- Be sure to lock your room door if you will be away, even for a minute. Room and apartment doors should be kept locked when you are sleeping
- Keep your residence hall staff informed about safety and security concerns in and around your building

### **General Security And Safety Tips**

- Walk with another person after dark or call Security for an escort
- Be aware of your surroundings and any signs that something is amiss or out of place
- Stay in well lighted areas and walk away from alleys, dark corners and bushes whenever possible
- Don't carry credit cards, your social security card, or large sums of money
- Purses are an attractive target for thieves...don't carry one if it isn't necessary
- Lock your valuables securely, even in your room
- Mark your property for quick identification. Engravers may be borrowed from the Crime Prevention office
- Do not risk injury if someone attempts to forcibly take your wallet, purse, or personal belongings
- Carry a cellphone and use it if you feel threatened. Be sure you know how to use the speed dial for 911 and program Campus Security into your speed dial
- Don't attach your I.D. to your keys or mark your key chain with your name and address
- If University keys are lost or stolen, notify Campus Security immediately, as well as Residence Hall staff (employees should notify their supervisor)
- Get to know your neighbors and share information about suspicious activities

### **Bike Security And Safety**

The office of Housing and Residence Life manages bike storage in residential buildings and bike lockers. The number of lockers is limited, so contact the Housing office at ext. 4103 (313-4103) if you are interested. Campus Security sells high quality U-type locks at a discounted price. Call ext. 6147 (313-6147 from non-campus phones) for more information. There are some basic tips for keeping both bike and rider safe:

- Use a U-lock type device to secure your bike. Bikes locked with cables or small chains are frequently stolen
- Ride defensively, with the flow of traffic and always use hand signals
- When cycling, be AWARE, VISIBLE, and PREDICTABLE
- Be considerate of pedestrians and vehicle drivers
- Don't impede free use of handicap ramps or other access points with bikes locked to handrails, etc.
- Keep your bike maintained- especially the brakes
- When locking your bike, secure both the frame and front wheel to a bike rack
- Report suspicious activity or loitering around bike racks to Campus Security. Thieves usually carry a hidden bolt cutter or other cutting tool

Bicycles are not to be stored on any balcony, fire escape, or stairwell of any University property. Students who reside in Residence Halls should contact their Resident Assistant for information on bike storage.

### **Auto Security and Safety**

Auto theft is a growing problem and the campus area is not immune. Take action to safeguard your vehicle:

- Lock all doors while driving and after parking

- Help secure your vehicle against theft or burglary with an electronic alarm
- Keep a copy of your registration, insurance, and title in a safe place separate from your vehicle
- Store valuables (laptops, purses, GPS units, CDs, gym bags, etc) out of sight or locked in the trunk
- If you don't use your car regularly, check on it every day or two
- Immediately report all thefts, as well as suspicious activity in parking lots and near parked cars, to Campus Security

### **Identity Theft**

Identity theft effects millions of people each year. Identity theft occurs when personal information has been compromised and used to commit fraud or theft. During the course of the day, there are many occasions when checks are written, purchases are made with credit cards, and information is received or sent through the mail. These normal transactions can result in the theft of a person's identity. Minimize the risk by managing credit information carefully and responsibly.

- Don't leave credit information in a vehicle
- Check your credit report once a year with a credit bureau
- Shred voided checks, unused deposit/withdrawal slips and statements
- Keep number of credit cards to a minimum
- If you keep a receipt black out the account number
- Only do on-line business with reputable firms
- If you become a victim or suspect you might be contact Campus Security immediately for assistance.

### **Office Security**

Staff, faculty, work-study students and student organizations work in an office environment. This situation poses a special concern due to the high amount of traffic through buildings and offices. Opportunistic crime occurs when security awareness and crime prevention fall by the wayside. Follow these tips for a safe office:

- Do not loan out office keys or allow them to be copied
- Keep your purse, wallet, or other valuables locked in a cabinet or drawer. Office thieves know the usual unlocked "hiding places"
- If your office will be unattended, even for just a minute, lock the door
- Record the description and serial numbers of office equipment- especially highly portable computer equipment
- Keep petty cash locked up at all times and make periodic checks of the amount
- Lock doors and close windows at the end of the working day
- Call Campus Security for an escort
- Call Campus Security to report unusual or suspicious behavior

## **CRISIS RESPONSE AND NOTIFICATION**

Initial and immediate response to a significant emergency or dangerous situation is handled by the staff of the Campus Public Safety & Security department, in conjunction with local law enforcement and emergency providers as appropriate.

In the event of a significant emergency or dangerous situation which poses an imminent or impending threat to the campus community Gonzaga University will notify students, faculty and

staff as further described below. The Campus Public Safety & Security Director (or designee), along with the on-call member of the Student Life Leadership Team (VP, Dean, Assistant Deans of Students) and other involved parties will confer to assess the situation and determine an appropriate notification response. These officials are responsible for determining whether a significant emergency or dangerous situation exists and has been confirmed, which may be ascertained by communication with local police and emergency responders, on-site observation or reliable witness reports. Assessment of the significant emergency or dangerous situation is an on-going process.

Notification to the campus community will occur without unreasonable delay upon confirmation of the significant emergency or dangerous situation. The notification will provide basic information about the situation and how campus community members should respond, for example, remain in place or evacuate to a specified location. Depending on the nature of the emergency or dangerous situation, the entire campus community may receive the notification or it may be directed to a specific segment.

In making the notification Gonzaga will take into account the safety of the campus community, determine what information will be released, and initiate the notification process. In the case of a confirmed emergency or dangerous situation the only reason the University will not make the notification is, if in the professional judgment of University officials or in consideration of a request from law enforcement, a mass message may compromise efforts to assist victims or contain, respond to, or otherwise mitigate an emergency. Situations which resolve during the confirmation process may not be subject to notification.

Gonzaga University uses an electronic mass notification system called ZagAlert. If mass notification is deemed appropriate the Security Director, Student Life professional, Public Relations staff, or other administrator will, without unreasonable delay, access the ZagAlert computer program and develop and send the message. A ZagAlert notification message is sent to all community members who have signed up for the service. The ZagAlert system sends notification by way of a variety of electronic means such as text messages, phone calls and messages, and email messages. Timing of delivery of the messages is controlled by the contracted company that provides the service.

Campus community member can sign up for ZagAlert and select notification options at: [www.gonzaga.edu/Zagalert](http://www.gonzaga.edu/Zagalert). ZagAlert notification is optional but encouraged.

In addition, other means of notification may be utilized for specific portions of campus depending on the situation. Other more traditional notification options for advising the campus community of an emergency or dangerous situation include in-classroom phones, an external loudspeaker system and door-to-door notification, as well as social media. Follow-up messages may be sent via ZagAlert or other means as situation progresses or is resolved.

If a decision is made to cancel classes or curtail regular operations, the Director of Public Relations will also make an announcement via the web page and e-mail, the University telephone system, and local television and radio stations if necessary. If it is appropriate to notify the larger non-campus community about the emergency or dangerous situation this will be coordinated by the Director of Public Relations and in consultation with local emergency providers. The University web page and local media outlets may be used for this purpose.

The University reviews and exercises aspects of its emergency response and evacuation procedures and systems on an annual basis. Notification to the campus community of testing is

publicized via email message. The ZagAlert system is tested two times per academic year. These tests are announced to the community in advance. Table-top scenarios and other exercises for emergency response and evacuation procedures are also conducted annually and may be announced in advance. Testing of the response systems and outcomes of the table-top exercises and other activities are reviewed by the University's Risk Management Committee. Information gained from the tests and input from members of the Risk Management Committee assist the University in assessing the effectiveness of response procedures and goal setting. This information is documented and maintained as part of the Risk Management Committee.

### **Active Shooter Guidance**

Since the Virginia Tech shooting, many colleges and universities have made great strides in better preparing and responding to these incidents. Gonzaga is no exception. We've developed guidance, based on best practices, for responding to an active shooter event. These include the basic steps that all community members can take to survive an active shooter event. Students, staff, and faculty with a ZagWeb account can go to <http://www.gonzaga.edu/active-shooter> and view a 20 minute training video produced by the [Center for Personal Protection & Safety](#). "Shots Fired on Campus" outlines the survival steps you can take when confronted by an active shooter on campus. In fact, much of this nationally-recognized training video was filmed on the Eastern Washington University and Gonzaga campuses. We encourage you to invest just a few minutes to learn the basic steps to take if confronted by an active shooter.

This knowledge, combined with enrollment in ZagAlert can help you survive an active shooter event. For questions about this guidance, or how to obtain additional training students should contact Campus Public Safety & Security Director John VanSant at 313-3996. Staff & faculty please contact Safety Programs Manager Dennis Hansen at 313-5856.

**FIGURE OUT.** What action gives me the best chance to survive? Quickly evaluate and act.

**RUN OUT.** Can I safely get to a safer location? If yes, do so immediately. Don't wait for others to validate your decision. Leave your belongings behind.

**-OR-**

**HIDE OUT.** If you can't get out safely, find a place to hide. Look for a place that offers some protection, is well hidden, and offers options for movement.

**CALL OUT.** When you are in a safe location, immediately call out to authorities via 911, don't assume someone else already has called. Tell the dispatcher:

- Where you are.
- Who the shooter is; name if known and description.
- The current location of the shooter.
- Number and types of weapons involved.
- Injuries you are aware of.

**KEEP OUT.** If you must HIDE OUT, do what you can to stay unnoticed and keep the shooter out.

- Lock the room door if possible.
- Turn off the room lights.
- Block the door with heavy objects.
- Keep quiet, put cell phones and pagers on silent/vibrate.

**SPREAD OUT.** If there are two or more people in a space, spread out.

- Spreading out, rather than huddling together, causes the shooter to hesitate in looking for targets.
- This also gives you more options for action and opportunities to get out.
- Before you spread out, quickly and quietly plan what to do if the shooter enters the area.
- Everyone in the space must get into a *survival mindset* and commit to working together to survive.
- Remain calm, which can be contagious, and keeps others focused on survival.

**-AS A LAST RESORT-**

**TAKE OUT.** If a shooter enters your space, assume his/her intentions are lethal.

- a. Stick to your plan to take out the shooter, others will follow when you act.
- b. Use anything you have with you and in the room as weapons.
- c. As soon as the shooter enters, yell loudly and throw things at him/her, aiming for the face. His/her first reaction will be to shield himself/herself. Rush at the shooter and act as a team to overcome him/her.
- d. Total commitment is critical; don't give up until you have won!

**-WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE-**

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

# LOCKDOWN GUIDELINES

## **What it means to “Lockdown”**

A dangerous or potentially dangerous Public Safety Emergency is occurring on or near campus. It is usually safer to stay in the building, because leaving the building may expose you to danger.

## **Basic Lockdown Guidance**

Stay inside in a locked room until you are told it is safe to come out. If police or fire personnel are on the scene, follow their directions.

## **How will you know to Lockdown?**

A lockdown notification may come from several sources, including Gonzaga Security, Housing & Residence Life staff members, other University employees, and Spokane police or fire personnel.

## **How to Lockdown**

No matter where you are, the basic steps of a lockdown will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Remain calm and stay in a room that can be locked.
- Close and lock all doors and windows. Turn off all lights. Close curtains.
- Stay away from windows and doors.
- Turn off all devices that emit sound; silence your cell phones.
- If YOU or other residents are in IMMEDIATE danger contact 911 or Security Dispatch at 313-2222.
- Check your phone and email for additional information.
- Check the Campo Blog, Facebook, or Twitter account for updates.  
<http://blogs.gonzaga.edu/campo/>

# **SHELTER-IN-PLACE GUIDELINES**

## **What it means to Shelter-in-Place**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger.

## **Basic Shelter-in-Place Guidance**

Stay inside in an interior room until you are told it is safe to come out. If police or fire personnel are on the scene, follow their directions.

## **How will you know to Shelter-in-Place?**

A shelter-in-place notification may come from several sources, including Gonzaga Security, Housing & Residence Life staff members, other University employees, and Spokane police or fire personnel.

## **How to Shelter-in-Place**

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

- If you are inside, stay where you are. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be an interior room, above ground level; and without windows or with the least number of windows.
- Close and lock all windows and close exterior doors.
- Turn off air conditioners, heaters and fans. Cover or close vents as you are able. (University personnel will turn off the ventilation as quickly as possible).
- Check your phone and email for additional information.
- Check the Campo Blog, Facebook, or Twitter account for updates.  
<http://blogs.gonzaga.edu/campo/>



# EMERGENCY PROCEDURES

Gonzaga University

## EVACUATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevators!
- Take personal belonging (keys, purses, wallets, etc).
- Secure any hazardous materials or equipment before leaving.
- Follow directions of the posted evacuation maps.
- Go to the Evacuation Assembly Point near the front exit away from the building.
- Assist persons with disabilities.

## FIRE

- Activate the nearest fire alarm pull station and call 9-1-1 and Security 313-2222 or 2222 if possible.
- Evacuate the building.
- Do not enter the building until authorized by emergency personnel.

## MEDICAL EMERGENCY

- ASSESS the scene for safety. Assess the victim.
- ALERT EMS call 9-1-1 and Security 313-2222 or 2222.
- ATTEND to the victim's airway, breathing and circulation.

## SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 313-2222 or 2222 Provide as much information as possible about the person and their direction of travel.

## SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Call 313-2222 or 2222
- Notify your supervisor, instructor, RD, or RA.
- Be prepared to evacuate.

## CRIME IN PROGRESS

- Be safe do not confront the perpetrator.
- Be a good witness
- Leave the area if your safety is threatened.
- If an active shooter is in the building or on campus follow the active shooter guide line.

8/6/07

## HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call 9-1-1 and Security 313-2222 or 2222.
- Move away from the site to an up wind to a safe location.
- Follow the instructions of the emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

## EARTHQUAKE

- Drop, Cover, Hold under a table or desk or against an inside wall-not in a doorway-until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate route.
- Evacuate the building.
- Do not leave the area/campus without reporting your status to supervisor, instructor, RD, or RA.