THE CONTENTS OF THIS GUIDE WERE WRITTEN OR COMPILED BY THE OFFICES OF CAMPUS SECURITY & PUBLIC SAFETY AND THE DIVISION OF STUDENT DEVELOPMENT. ALL UNIVERSITY POLICIES, PRACTICES AND PROCEDURES ARE CONSISTENT WITH GONZAGA’S CATHOLIC, JESUIT, HUMANISTIC IDENTITY AND THE UNIVERSITY 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 is available to all students, staff, and faculty members through the Gonzaga website at: https://www.gonzaga.edu/Student-Development/Community-Standards/Student-Code-of-Conduct.asp

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 Code of Conduct.

DISCLAIMER: The Vice President for Student Development 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 Development or her/his designee shall be final and binding. The Vice President for Student Development 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 online version is considered to be the official publication of the Guide. Discrepancies between the online version of the Guide and the print version will be resolved in favor of the online version.

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Student Development Division

Office Location: College Hall 120

Office Hours: Monday through Friday
8:00 am – 5:00 pm

Student Development Office Phone: 509-313-4100

Vice President for Student Development
Judi Biggs Garbuio, PhD

Campus Security & Public Safety Department (CSPS)

Office Location: Heutter Mansion

503 E. Sharp Avenue

Office Hours: Monday through Friday
9:00 am – 4:00 pm

CSPS Phone Numbers:
All University phone numbers are
in the 509 area code

CSPS Communications Center, 509-313-2222

CSPS Business Office, 509-313-6147

Director of Campus Security & Public Safety (CSPS)
Scott Snider, 509-313-2290

Visit the CSPS webpage at:
www.gonzaga.edu/security

Learn more about CSPS at CAMPO, the CSPS blog at:
blogs.gonzaga.edu/campo/
Disclaimer:

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Gonzaga University is a community of over 8,500 persons living, working, and studying on campus. As with any community, crime prevention, security and public safety 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 goals 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 and with 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.
Section 1: The Campus Security & Public Safety Department

ABOUT THE CAMPUS SECURITY & PUBLIC SAFETY DEPARTMENT

The Campus Security & Public Safety Department (CSPS) works to facilitate the safety and security of the students, staff, faculty, visitors, and property of Gonzaga University. CSPS Department is a service oriented organization that promotes safety, security, awareness, and personal responsibility and has an especially close working relationship with the Office of Housing and Residence Life.

The Campus Security & Public Safety Department is comprised of four divisions: the Operations Division includes Patrol and Communications functions, the Specialized Services Division oversees Parking and Crime Prevention, Emergency Preparedness, and the Behavioral Intervention Team (BIT)/Clery Compliance. A staff of professionals and students provides administrative and other support for all aspects of security operation. The Department is staffed 24 hours a day, 365 days a year.

CSPS officers are trained to professional standards in public safety methods. Ongoing 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 information sharing purposes.

CSPS officers provide a proactive patrol of the campus and surrounding area designed to detect and deter crime, and facilitate a safe environment for our community’s people and property. Periodic checks are made of all University buildings on campus and lock up services are provided. In addition to patrol and building checks, CSPS officers also answer calls for service, provide escorts upon request, check alarms, investigate suspicious situations, and assist local emergency providers. CSPS staff members follow up on calls for service and take action as appropriate, including writing an incident report to document the circumstances. CSPS 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, local ordinances and state laws.

Campus buildings are either checked or secured by CSPS after business hours each day. Access to facilities after business hours is provided by CSPS 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, 7 days a week. Access by non-residents is limited to guests of a resident or an approved University visitor.

The University Plant Services Department (Plant Services) 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 and keycards for residential facilities using a keyless entry system. The Plant Services Department issues keys to all other community members based on appropriate authorization. Any community member can place a work order or file a maintenance concern by calling the Plant Services desk at 509-313-5656. Requests involving safety issues or security concerns are given top priority.

WORKING WITH THE SPOKANE POLICE DEPARTMENT & OTHER LOCAL AGENCIES

The Spokane Police Department (SPD) 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 CSPS officers (for example, arresting suspects and conducting criminal investigations) are directed to that agency. The SPD patrols the area, monitors criminal activity and compiles crime statistics for campus and surrounding area. A Community Oriented Policing Services department, C.O.P.S. Logan, is located on campus. SPD has primary responsibility for responding to calls in the Logan Neighborhood.

CSPS has a well-established relationship with the SPD and liaison opportunities between the departments occur on many occasions and at various levels, although there is no formalized agreement or memorandum
of understanding strictly between CSPS and SPD. The University has a written memorandum of understanding with SPD for the strict purposes of Title IX compliance. CSPS 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 CSPS has no formalized working relationship or regular contact with that agency. The Washington Liquor Control Board (WALCB) also has statewide authority and jurisdiction for the campus area. There is an informal working relationship between CSPS administrators and WALCB agents.

While CSPS patrols focus primarily on the campus, SPD patrol both the campus and surrounding area. SPD police officers are frequently contracted by the University to provide additional proactive patrol of the campus and neighborhood during the school year. CSPS often contracts with the SPD and other 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 CSPS COMMUNICATIONS CENTER**

The CSPS Communications Center is located in the Security office in the Huetter Mansion and is staffed 24 hours a day year-round. The CSPS Communications Center can be reached by calling 509-313-2222. The Communications Center dispatches requests for service to CSPS and coordinates notifications of other campus service providers as needed.

**BLUE LIGHT PHONES**

In addition to reaching the Communications Center by calling 509-313-2222, CSPS maintains a number of exterior “blue light” phones. These phones have a direct dial connection to the CSPS Communications Officer and can be used to request an officer response or report an incident. The phones are mounted on an eight-foot stanchion which is painted a light color, making them easily recognizable. A highly visible blue light at the top of the stanchion is illuminated after dark. To use the phone: simply open the door to the phone box and push the red button. There is no handset and the person in need will be connected directly to the CSPS dispatcher. The location of the phone is automatically displayed to the CSPS Communications Center Officer. There are more than twenty blue light phones located across campus. To see the locations of the phones, refer to the Clery Map on page 19.

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

**VIDEO SURVEILLANCE**

Over 500 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 CSPS Communications Center and recorded digitally.

**SECURITY ESCORTS & SAFE RIDE**

Escorts on campus and in the near neighborhood are available at all times through the CSPS Communications Center. An escort can be requested by directly calling CSPS or using a blue light phone. Gonzaga’s Safe Ride program is also available. This no-cost ride can get you home from a compromising situation, no questions asked. More information on this program is available by calling 509-313-2222.

**BEHAVIORAL INTERVENTION TEAM**

Gonzaga’s Behavioral Intervention Team (BIT) was established for the purpose of early identification, assessment, intervention, and management of incidents and behaviors that pose a risk to the safety and well-being of the Gonzaga community. The BIT relies on information from community members in order to identify and address potential threats. While the team analyzes patterns of behavior and takes a holistic approach towards threat assessment, certain warning behaviors can shed light on the need for a full scale
investigation. Some warning signs that community members should look for include (but are not limited to) the following behaviors:

- Violent fantasy content in writings, social media posts, and viewing of materials
- Anger problems
- Making threats
- Boasting and practicing of fighting
- Unusual interest in police, military, terrorist activities and materials
- Isolation and/or social withdrawal
- Suicidal ideation
- Homicidal ideation
- Stalking
- Non-compliance and disciplinary problems
- Imitation of past murderers
- Interest in previous shooting situations
- Victim/martyr self-concept
- Strange or aberrant behavior
- Paranoia
- Violence and cruelty
- Inappropriate affect
- Acting out
- History of police contact
- Mental health history related to dangerousness
- Expressionless face/anhedonia
- Excessive use of alcohol/drugs

To contact the BIT about a potential threat or concern or to obtain more information about Gonzaga's threat assessment process, please use the following resources:

BIT Coordinator Email: BIT@gonzaga.edu
BIT Coordinator Phone: 509-313-2224
Behavioral Intervention Team Reporting Form: https://my.gonzaga.edu/BIT

LIVING IN LOGAN NEIGHBORHOOD

The University maintains cordial and productive relationships with residents in the Logan area, as well as the Logan Neighborhood Organization. An ongoing, positive connection with the neighborhood is important to GU. Students living in the neighborhood have a special obligation to act as responsible neighbors and are expected to show respect in terms of parking, noise, and social gatherings.

The University’s Student Development Office sponsors outreach efforts, which promote better understanding and relations with the Logan neighborhood, including the annual Logan Neighborhood Block Party. GU’s Office of Community and Public Relations convenes the LN-GU Campus Community Coalition, which also promotes better understanding and relations. This coalition of university departments, student government, neighbors, landlords, businesses, and municipal entities meets regularly to discuss issues of concern and actively search for solutions.

Student Development 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, leased, or managed properties. The University has no officially recognized student organizations with off-campus locations.
KEEPING THE COMMUNITY INFORMED

EMERGENCY NOTIFICATIONS:

Gonzaga is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area. Emergency notifications are to be issued in the case of an immediate threat to the health or safety of our community. Gonzaga will immediately notify the campus community upon confirmation of an emergency or dangerous situation. Gonzaga University may be notified of an actual or potential emergency impacting the University through several sources, including:

- Gonzaga community members
- Members of the public
- Emergency response personnel
- Emergency management personnel
- Media (traditional and social) reports

The responsibility of confirming the existence of a significant emergency or dangerous situation is primarily determined by Campus Security and Public Safety Department in consultation with Student Development Office when time and circumstances allow. The Director of CSPS and the Associate Director of CSPS, are responsible for confirming the emergency, and with the assistance of a representative from the Marketing and Communications Department (routinely the Associate VP) developing message content and initiating emergency notifications. Incidents specific to health related concerns, i.e. a serious viral outbreak, will involve the Assistant Dean of Student Well-Being & Healthy Living. Severe weather emergency notifications will be prepared and issued by the Emergency Preparedness Manager.

Immediate notifications will be issued via the university electronic notification ZagAlert system.

In the deployment of the ZagAlert notification system, recipients will simultaneously receive voice messages to all numbers provided, text messages to all mobile numbers provided and email messages. Alerts will indicate areas to avoid, and whether community members are advised to evacuate or remain in place. Due to the urgent nature of the message contents, ZagAlert emergency notifications will not be segmented, and will always be released to the entire campus community.

In order to register for the ZagAlert system, Gonzaga students, faculty and staff can enter both a mobile phone number and email address within ZagWeb by:

1. Logging into ZagWeb using your Zagweb User ID/PIN
2. Clicking on “ZagAlert” and entering your mobile phone number and email address
3. Clicking “Submit”

If you are not current student, faculty or staff but would like to receive emergency notifications, go to www.gonzaga.edu/zagalert and follow the instructions for using the Blackboard MyConnect app to subscribe to alerts.

Gonzaga University also maintains a commitment to disseminating emergency information to the larger community. The “Emergency Information” Quick Link at the bottom of the main Gonzaga web page (Gonzaga.edu) shows a color-coordinated real time update of emergency conditions on campus, as well as emergency-related resources. In addition, the system will update Gonzaga's Facebook Page (Facebook.com/GonzagaUniversity) and Twitter (Twitter.com/Gonzaga.edu) with information and instructions.

In certain circumstances, in addition to ZagAlert notifications, the University may also utilize various public address (PA) systems, or post bulletins on building entrances and exits. PA system alerts and bulletin posts may be segmented depending on incident location and severity.
TIMELY WARNINGS:

Timely Warnings are issued to inform the community about Clery Act Crimes (pp. 15-17) that present an immediate, serious, or ongoing threat to the community. Often, the intent is to alert community members of a potentially dangerous criminal situation or an ongoing community threat so that they have the time and information necessary to take appropriate precautions, and prevent similar crimes. Timely warnings will include specific details on the type of crime(s), general location of the crime(s), and any relevant instructions or recommendations for promoting safety and reducing the risk of similar crimes from occurring. Timely warnings are developed and issued by the Campus Security & Public Safety Department via the ZagAlert system labeled as an Urgent Warning and/or by way of Priority Mail. The warnings are issued to the entire campus community, unless the ongoing threat is only situated within and limited to a single building or residence hall.

The university will issue Timely Warnings on a case-by-case basis considering the following criteria: (1) one of the below listed Clery crimes are reported; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the safety of other members of the campus community because of this crime. The university may also issue an alert in other circumstances, which may pose a significant threat to the campus community. CSPS may choose to issue a timely warning pertaining to a crime that occurred outside of Clery geography (pp. 18-19) if it is a location used and frequented by the student population.

Gonzaga University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system. The only reasons permitting withholding an immediate notification include, if in the professional judgment of responsible authorities, a notification would compromise efforts to assist a victim, to contain the emergency, to respond to or otherwise mitigate the emergency.

TESTS AND DRILLS:

Tests to the ZagAlert system will take place a minimum of once each semester. Test messages will always be denoted as such in the subject line, start of a text or beginning of a voice message or email. Tests are typically pre-announced via Morning Mail to prepare community members for the notification, but unannounced tests may also be held.

Evacuation maps are posted in main campus buildings and should be followed whenever possible. Residence hall evacuation drills and non-residential campus building evacuation drills are held once per semester. Residence hall evacuation drills are jointly coordinated by Housing and Residence Life and Campus Security & Public Safety. Each drill is scheduled in advance, announced to the community, and documented. Documentation includes a description of the drill, the date performed, the time the drill started and ended, and whether the drill was announced/unannounced. Documentation is maintained jointly by Housing and Residence Life Department and Campus Security & Public Safety. The announcement of the drills and instructions for emergency are sent via University Morning Mail and include: the type of drill, time and date of drill, and safety instructions.

DAILY CRIME AND FIRE LOG:

Reports written by CSPS officers, reports received from Campus Security Authorities, Student Development professionals and other University officials, and information gathered from the SPD are used to track crime activity on campus.

During the calendar year 2017, a publically accessible hard copy of the Daily Crime Log and Fire Log could be found in the lobby of the Huetter Mansion during business hours Monday-Friday. The Daily Crime Log and Fire Log disclose all criminal incidents, alleged criminal incidents and fires that are reported to CSPS. The Daily Crime Log includes the location, nature, date occurred, date reported, and disposition of each incident. Crimes are entered within two business days of when it was reported to CSPS. The Fire Log includes the date a fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire.
Starting in August of 2018 the Daily Crime Log was made available to current GU community members online at https://my.gonzaga.edu/campus-resources/campus-safety/reporting/daily-crime-log. Both the Daily Crime Log and the Fire Log remain as a paper copy in the Huetter Mansion lobby. The log is maintained by the Clery Compliance Coordinator, or a designee in their absence.

SOCIAL MEDIA:
The University provides ongoing emergency information updates on its main accounts for Facebook and Twitter:

Facebook.com/GonzagaUniversity
@GonzagaU

The CSPS Facebook and Twitter accounts share information on parking, campus activities and events, departmental updates, crime prevention tips, and may also be used to broadcast emergency notifications and timely warnings.

Facebook.com/GonzagaCSPS/
@GonzagaCSPS

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

CRIME PREVENTION ON CAMPUS

Gonzaga University, through Campus Security & Public Safety, offers information, talks, and trainings designed to inform students and employees about CSPS procedures and practices. A common theme of all awareness and crime prevention programs is to encourage and empower students and employees to be responsible for their own safety and for the safety of others on campus. Crime prevention program topics include residence hall safety education, workplace safety, drug and alcohol safety, domestic and workplace violence prevention, sexual assault prevention, self-defense, fire safety, active shooter response, emergency response/preparedness and evacuation, and theft prevention. During Orientation, Campus Security & Public Safety participates in forums and information sessions to explain university security, public safety, and culture at Gonzaga University with all incoming students and their parents.

During the 2016–17 academic year, Campus Security & Public Safety, led by the Crime Prevention and Education Officer, conducted 150 trainings/lectures in the Gonzaga community. Also conducted were twelve Workplace Safety discussions and two Crime Prevention through Environmental Design (CPTED) evaluations. Presentations are typically requested directly by campus groups, offices or departments. More information on available programs can be found on the CSPS website. For more information or to schedule a program with Campus Security & Public Safety, please call 509-313-2222.

The University also has several standing committees, such as the Emergency Preparedness 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 Development office at 509-313-4100.
RESIDENCE HALL SECURITY:
During the school year the Gonzaga campus is home to more than 3000 students that live in University owned, leased, managed, and operated residential facilities. Keeping the residence halls safe requires attention to some particular security concerns:

1. Close exterior doors behind you as you enter your hall. DO NOT allow anyone to enter who is not accompanied by another resident. Propping exterior doors increases the risk of victimization to yourself and others.
2. Escort your visitors to the exterior door when they leave.
3. Soliciting and sales are not allowed in the residence halls. Report solicitors you encounter to CSPS and residence hall staff. If a door or lock is broken, call Customer Service 509-313-5656 to report it. After hours and on weekends, call CSPS and notify your residence hall staff member.
4. 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.
5. 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.
6. Keep your residence hall staff informed about safety and security concerns in and around your building.

GENERAL SECURITY & SAFETY TIPS:

1. Walk with another person after dark or call CSPS for an escort.
2. Be aware of your surroundings and any signs that something is amiss or out of place.
3. Stay in well lighted areas and walk away from alleys, dark corners and bushes whenever possible.
4. Don't carry credit cards, your social security card, or large sums of money.
5. Purses are an attractive target for thieves...don't carry one if it isn't necessary.
6. Lock your valuables securely, even in your room.
7. Mark your property for quick identification. Engravers may be borrowed from the CSPS.
8. Do not risk injury if someone attempts to forcibly take your wallet, purse, or personal belongings.
9. Carry a cellphone and use it if you feel threatened. Be sure you know how to use the speed dial for 911 and program CSPS into your speed dial (509-313-2222).
10. Don't attach your I.D. to your keys or mark your key chain with your name and address.
11. If University keys are lost or stolen, notify CSPS immediately, as well as Residence Hall staff (employees should notify their supervisor).
12. Get to know your neighbors and share information about suspicious activities.

BIKE SECURITY & 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 and Residence Life office at 509-313-4103 if you are interested. Here are some basic tips for keeping both bike and rider safe:

1. Register your bike with CSPS at www.gonzaga.edu/BicycleRegistration.
2. Use a U lock type device to secure your bike. Bikes locked with cables or small chains are frequently stolen.
3. When locking your bike, secure both the frame and front wheel to a bike rack.
4. Report suspicious activity or loitering around bike racks to CSPS. Thieves usually carry a hidden bolt cutter or other cutting tool.
5. Ride defensively, with the flow of traffic and always use hand signals.
6. Keep your bike maintained especially the brake.
7. When cycling, be AWARE, VISIBLE, and PREDICTABLE.
8. Be considerate of pedestrians and vehicle drivers.
10. Don’t impede free use of handicap ramps or other access points with bikes locked to handrails, etc.

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 & SAFETY:
Auto theft is a growing problem and the campus area is not immune. Take action to safeguard your vehicle:
1. Lock all doors while driving and after parking.
2. Help secure your vehicle against theft or burglary with an electronic alarm.
3. Keep a copy of your registration, insurance, and title in a safe place separate from your vehicle.
4. Store valuables (laptops, purses, GPS units, CDs, gym bags, etc.) out of sight or locked in the trunk.
5. If you don’t use your car regularly, check on it every day or two.
6. Immediately report all thefts, as well as suspicious activity in parking lots and near parked cars, to CSPS.

IDENTITY THEFT:
Identity theft affects 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.
1. Don’t leave credit information in a vehicle.
2. Check your credit report once a year with a reputable credit bureau.
3. Shred voided checks, unused deposit/withdrawal slips and statements.
4. Keep number of credit cards to a minimum.
5. If you keep a receipt, black out the account number.
7. If you become a victim, or suspect you might be a victim, contact CSPS 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:
1. Do not loan out office keys or allow them to be copied.
2. Keep your purse, wallet, or other valuables locked in a cabinet or drawer. Office thieves know the usual unlocked “hiding places”.
3. If your office will be unattended, even for just a minute, lock the door.
4. Record the description and serial numbers of office equipment especially highly portable computer equipment.
5. Keep petty cash locked up at all times and make periodic checks of the amount.
6. Lock doors and close windows at the end of the working day.
7. Call CSPS for an escort if feeling unsafe.
8. Call CSPS to report unusual or suspicious behavior.

ACTIVE SHOOTER GUIDANCE:

Since the Virginia Tech shooting in 2007, 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 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, please contact CSPS at 509-313-2222. Staff & faculty please contact Safety Programs at 509-313-5856.

If you have any information about a potential threat of violence on campus immediately contact CSPS at 509-313-2222. If you have witnessed suspicious or concerning behavior from someone in the Gonzaga community, please contact the Behavioral Intervention Team (BIT) at BIT@gonzaga.edu, submit a report online through the Behavioral Intervention Team website, or call the BIT coordinator at 509-313-2224.

SEXUAL MISCONDUCT AND HARASSMENT AWARENESS AND EDUCATION PROGRAMS

Gonzaga is committed to providing a variety of awareness and prevention programs on sexual misconduct, harassment, and discrimination issues to all community members including students, faculty, and staff. While a variety of offices provide programming related to these issues, the primary office to contact in search of existing programming or customized events is the Center for Cura Personalis (CCP).

The CCP offers established training sessions, programs and events throughout each year. Examples include:

1. **Think About It**: This is a self-paced online course covering healthy relationships, substance use, and sexual misconduct. The program must be completed by all new incoming students prior to the start of their first semester. The program sets a foundation that is reinforced during Orientation, and throughout the year through intentional opportunities via professional residential staff. This program is no longer in use starting fall 2018.

2. **Zag into Action**: An online education course designed to familiarize students to our in house bystander intervention Program, Zags Help Zags. Students are introduced to bystander intervention strategies and are given opportunities to think critically about the ways in which they might apply these strategies in person to promote well-being and prevent harm. This program was launched fall 2018, and was not in use during the calendar year 2017.

3. **Zags Help Zags**: Our bystander intervention program utilizes in person trainings, campus wide programming efforts, and marketing campaigns to promote the mission of empowering the Gonzaga community members to promote well-being and to take action in preventing physical, mental, and emotional harm.

4. **C.A.R.E. Strategies**: Adapted to fit our Jesuit mission of caring for others, the C.A.R.E. Strategies provide concrete examples of ways to be an active bystander. These options for action are emphasized as a part of our commitment to student’s holistic growth and development.
   - **Create a Distraction**
   - **Ask Directly**
   - **Refer to an Expert**
   - **Enlist Others to Help**
5. **Awareness Month Programming**: Each year Gonzaga participates in both Domestic Violence Awareness Month (October) as well as Sexual Assault Awareness Month (April). Throughout each month there will be a variety of trainings, film screenings, lectures, guest speakers, and art exhibits to raise awareness and promote action on our campus.

6. **New Employee Experience—Zags Help Zags**: An opportunity for every new employee on campus to engage with the Zags Help Zags program materials. New employees are given time to reflect on ways which they can model the Zags Help Zags C.A.R.E. Strategies for students as well as how they can use them in their own interaction on campus. New employees will gain the skills and knowledge to feel empowered to take action to promote well-being and prevent harm on campus.

7. **Escalation Workshop**: A film-based discussion that opens people's eyes to the warning signs of relationship abuse. The workshop consists of a film, *Escalation*, followed by a guided discussion led by a trained facilitator. The workshop is available by request for any student, staff, or faculty group on campus.

Many offices on campus are also invested in the creation of strong awareness and prevention programming and often collaborate with the Center for Cura Personalis. The following offices are some of the most frequent collaborators;

1. Housing and Residence Life
2. Human Resources
3. Lincoln LGBTQ+ Resource Center
4. Women's and Gender Studies
5. Center for Student Involvement

Any questions regarding Gonzaga University's awareness and prevention programming around sexual misconduct, harassment and discrimination issues can be directed to the Center for Cura Personalis at ccp@gonzaga.edu.

**SEXUAL MISCONDUCT AND HARASSMENT RISK REDUCTION**

No victim is EVER to blame for being assaulted or abused. Anyone can be sexually assaulted, and there are no sure means to prevent sexual assault because the only people who can prevent sexual assault are those who perpetrate it. However, below are some tips to help recognize warnings signs of abusive behavior and help to reduce the risk of a potential attack.

**WARNING SIGNS OF ABUSIVE BEHAVIOR:**

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner;
2. Constantly watching what you say to avoid a "blow up;"
3. Feelings of low self-worth and helplessness about your relationship;
4. Feeling isolated from family or friends because of your relationship;
5. Hiding bruises or other injuries from family or friends;
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone);
7. Being monitored by your partner at home, work or school; and
8. Being forced to do things you don't want to do.
SEXUAL ASSAULT RISK REDUCTION¹:
1. Try not to leave your drink unattended.
2. Only drink from un-opened containers or from drinks you have watched being made and poured.
3. Avoid group drinks like punch bowls.
4. Cover your drink. It is easy to slip in a small pill even while you are holding your drink.
5. If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
6. If you suspect you have been drugged, go to a hospital and ask to be tested.
7. Keep track of how many drinks you have had.
8. Try to come and leave with a group of people you trust.
9. Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

TRAVELING AROUND CAMPUS:
1. Make sure your cell phone is easily accessible and fully charged.
2. Be familiar with where blue light phones are installed around campus.
3. Take major, public paths rather than less populated shortcuts.
4. Be alert and aware of your surroundings and avoid unnecessary distractions.
5. Travel in groups when possible.
6. If walking feels unsafe, call CSPS at 509-313-2222 for a security escort.

BEING A SAFE BYSTANDER:
1. Always take your personal safety into consideration before selecting a C.A.R.E. strategy.
2. Involve others, if possible.
3. Take note of your surroundings and notice potential issues in intervention.
4. Maintain a calm and collected tone of voice if intervening directly.
5. Call 911 or CSPS if you feel you cannot safely intervene.

¹ Provided by Rape, Abuse & Incest National Network (RAINN)
Section 2: Crime Reporting and Resources

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 CSPS Communications center at 509-313-2222 or at a blue light phone. CSPS officers work with emergency responders at the scene, providing assistance with directions, building entry, crowd control, etc. In order to most effectively handle emergency situations on campus, it is vital that both 911 and CSPS are notified in a timely manner. Situations involving unusual or suspicious activity on campus should be reported directly to CSPS. We highly encourage University community members to promptly and accurately report crimes to both CSPS and SPD when the victim is unable to make the report.

WHEN CALLING 911:

Be prepared to give the following information:

1. Your name, 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
2. The nature of your emergency, including who, what, how, when, and where
3. 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
4. For a fire, tell the operator if there is visible smoke or fire, what type of building it is and if there are injuries
5. 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.)
6. Tell the 911 operator that you will be notifying CSPS (then do so after hanging up)
7. 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 CSPS COMMUNICATIONS CENTER:

Be prepared to give the following information:

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

NON-EMERGENCY CRIME REPORTING

In addition to reporting emergencies to CSPS (after notifying 911), reports of crimes that are non-emergency in nature or delayed should also be reported to CSPS. At the time the crime is reported, a CSPS Officer will assist the reporting party in making a report with the Spokane Police Department (SPD) if requested. Filing a report with CSPS is not the same thing as filing a report with the SPD. In some cases, the reporting party has the option of requesting a SPD officer to respond. SPD’s normal procedure for non-emergency or delayed crime reports is for the reporting party to call Crime Check 509-456-2233, where a report is generally taken over the phone. An online service is available at: www.spokanecounty.org/crimecheck. Accurate and prompt reporting of all crimes to both CSPS and the SPD is strongly encouraged. As long as the reporting procedures do not violate Title IX responsible employee requirements, a victim or witness of
a crime can provide a voluntary, confidential report of a crime for inclusion in the Annual Security Report by calling the Clery Compliance Coordinator at 509-313-2224.

For students: In addition to CSPS, professional staff members of the Student Development division listed below may be contacted to report criminal incidents, fires after the fact, or safety and security concerns.

Assistant Director, Upper Div. & Off Campus
509-313-4881

Assistant Director, Lower Div., Residence Halls/Suites
509-313-3387

Residence Director, Coughlin Block
(Coughlin Hall)
509-313-4173

Residence Director, Southeast Block
(Catherine Monica Hall, Madonna Hall, Twohy Hall)
509-313-4160

Residence Director, East Central Block
(Alliance Hall, DeSmet Hall, Lincoln Hall, Marian Hall, Roncalli Hall, Welch Hall)
509-313-4524

Residence Director, Midwest Block
(Crimont Hall, Dooley Hall, Dussault Hall, Sharp Apartments)
509-313-4648

Residence Director, Northeast Block
(Chardin Hall, Corkery Apartments, Dillon Hall, Goller Hall, Off Campus properties)
509-313-4104

Residence Director, Northwest Block
(Kennedy Hall, Burch Apartments)
509-313-5887

Professionals from the Student Development or CSPS staff are 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. Incident reports are written for all crimes reported to CSPS. Reports made to Student Development professionals are forwarded to CSPS. Confidential and non-confidential reports from all sources are evaluated to determine if issuing an emergency notification or timely warning to the community is appropriate, and are used to formulate the required annual crime statistics.

Most crimes may be reported to Student Development professionals, as well as CSPS, 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 Lutheran Services 24-hour crisis line 509-624-7273.

Ordained religious professionals and professional mental health counselors employed by the University have a professional obligation to maintain confidentiality 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/anonymou reporting and reporting to CSPS and police officials.

REPORTING HARASSMENT OR DISCRIMINATION

This section contains select excerpts from Gonzaga’s Harassment & Discrimination Policy and the Student Code of Conduct. To read the Harassment & Discrimination Policy in its entirety, please refer to
REPORTING:

Call 911 if the incident involves a threat to safety, a crime, or if evidence needs to be collected or preserved. Gonzaga community members are encouraged to bring complaints or concerns about harassing behavior to the attention of the University. Contact information for relevant Departments is listed below:

For CSPS assistance call 509-313-2222. A Gonzaga CSPS officer or other Gonzaga official can assist in an emergency situation. CSPS personnel can also assist individuals with filing a police report.

The University's Bias Incident Assessment and Support (BIAS) Team was created to support people and groups who experience bias incidents, to monitor and report on those incidents, and to recommend educational initiatives to minimize bias. Bias incidents and hate crimes can be reported at www.gonzaga.edu/reportbias. More information about the BIAS Team can be found at https://www.gonzaga.edu/about/diversity-equity-inclusion/bias-team.

These offices and professionals will assist in documenting the incident and in providing support and resources. Any of the above to whom a complaint or concern has been reported must promptly notify the EOO, who will coordinate with the Student Development Division when appropriate, to respond to the incident, the needs of the Reporting Party and the welfare of the campus community. The EOO will then investigate or recommend an investigation by a qualified individual from inside or outside the University.

FALSE REPORTS:

Submission of a good faith complaint, concern, or report of harassment will not affect the Complainant’s or reporter’s employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or report or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action up to and including student expulsion or termination of employment.

CONFIDENTIALITY:

Gonzaga will process all reports of harassment as discreetly as possible, sharing information on a “need to know” basis only. To properly investigate an allegation of harassment, Gonzaga may need to divulge the identities of individuals involved. Gonzaga will comply with discovery or disclosure obligations as may be legally required.

STATEMENT AGAINST RETALIATION:

Retaliation will not be tolerated against anyone who has reported perceived harassment or a concern about complaint alleging harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone found to have acted in a retaliatory manner will be subject to appropriate disciplinary action up to and including student expulsion or termination of employment.

Section 3: The Clery Act

ABOUT THE CLERY 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 Act and has been amended several times since its inception. The two initial goals of this legislation were to disclose campus crime statistics on an annual basis and to provide timely warnings to the campus community about criminal activity. The most recent amendments added provisions related to fire safety awareness and missing students in campus residential facilities and also afforded additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking. Gonzaga University supports the goals of the Clery Act, and publishes this Annual Security Report in order to provide transparency in campus criminal activity, to foster community awareness and to increase knowledge of safety provisions. The report is prepared by the Clery Compliance Coordinator, in conjunction with the Director of CSPS and other campus partners.

The Clery Act requires annual reporting of the number of specified criminal offenses that occur on campus or surrounding campus and are reported to CSPS and/or local police. The list of Clery crimes and their definitions can be found on pages 15-17. 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. The Clery Act also requires the institution to maintain the Daily Crime and Fire Log previously mentioned.

The Director of CSPS or the Clery Compliance Coordinator evaluate incoming CSPS reports for inclusion in the Clery statistics. Additionally, the Office of Community Standards prepares an extract report of disciplinary referrals for violations of alcohol, drug, and weapon laws by students. SPD reports are collected on an annual basis by the Clery Compliance Coordinator and are evaluated for inclusion. An internal 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 CSPS Department.

The Clery Act also requires that this Annual Security Report includes a number of disclosure statements by the institution related to University 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. Information about the U.S. Department of Education's collection and publication of CSPS statistics, including definitions of crimes and other terms related to the Clery Act may be found at: https://ope.ed.gov/campussafety

CAMPUS SECURITY AUTHORITIES:

The Clery Act recognizes certain university officials and offices as "Campus Security Authorities" (CSAs). Under Federal Law CSAs are required to report a crime. The Act defines these individuals, among other individuals, as "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." These individuals are identified and trained by the Clery Compliance Coordinator on an annual basis. CSAs are trained either through an in-person training with testing or an online training with testing, depending on departmental preference. In the event that an identified CSA witnesses or is made aware of the occurrence of a Clery Act crime within Clery geography, they are required to immediately report the crime to CSPS. Reports may be made confidentially to protect the identity of the victim. For more information about CSAs and their responsibilities, refer to the CSA webpage at https://my.gonzaga.edu/campus-resources/campus-safety/campus-security-authorities.

CLERY CRIME DEFINITIONS:

Murder/Manslaughter – The willful killing of one human being by another.

Negligent Manslaughter – The killing of another person through gross negligence.
**Sexual Assault** - Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This includes Rape, Fondling, Incest, and Statutory Rape as defined by the Clery Act.

**Rape** – Penetration no matter how slight of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

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

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

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

**Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – Unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – Theft or attempted theft of a motor vehicle.

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

**Domestic Violence** – A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.
**Liquor Law Violations** - The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

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

**Weapons Law Violations** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Hate Crime** – A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Clery Act bias categories include race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

**WASHINGTON STATE CRIME DEFINITIONS**:  

**Sexual Assault** - Washington State does not have a definition for sexual assault. However, sexual misconduct is defined by the state as an egregious form of sex discrimination/sexual harassment. A number of acts may be regarded as sexual misconduct including, but not limited to, nonconsensual sexual contact (including sexual intercourse) and sexual exploitation. Sexual misconduct includes sexual assault and other sexual violence (WAC 504-26-221). A sex offense as defined in RCW 9.94A.030 as any violation of RCW 9A.44.096, or any violation of RCW 9.68A.090, or any gross misdemeanor that is, under chapter 9A.28 RCW, a criminal attempt, criminal solicitation, or criminal conspiracy to commit an offense that is classified as a sex offense under RCW 9.94A.030.

**Domestic Violence** - (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member. "Family or household members" means spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren (RCW 26.50.010).

**Dating Violence** – Washington State does not have a separate definition for dating violence. The definition of domestic violence is inclusive of persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship.

**Stalking** - A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime: (a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and (b) The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and (c) The stalker either: (i) Intends to frighten, intimidate, or harass the person; or (ii) Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person (RCW 9A.46.110).

2 The state definitions are provided to the community for educational and awareness purposes; however, these definitions are not used for the purposes of reporting Clery Act statistics.
**Consent** - At the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact (RCW 9A.44.010).

**CLERY GEOGRAPHY DEFINITIONS:**

**On-Campus Non-Housing** – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and is frequently used by students, and supports institutional purposes.

**On Campus Housing** – Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

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

**Non-Campus** – 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.

**CLERY CAMPUS MAP:**

The campus 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. Most streets and alleys within the campus area (designated by yellow dashes) are controlled by the City of Spokane.
### Clery Act Statistics 2015-2017

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<td>Disciplinary Referrals for Alcohol</td>
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<td>47</td>
<td>758</td>
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<td>1</td>
<td>46</td>
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Notes:
Refer to page 18 for an explanation of geographical designations. Refer to pages 15-17 for Clery Crime definitions. There were no hate crimes meeting Clery criteria reported in 2017, 2016, and 2015.
### CONFIDENTIAL AND NON-CONFIDENTIAL RESOURCES AND REPORTING OPTIONS

#### What to Do If You Experience Sexual Harassment or Misconduct:

Any student who is affected by sexual misconduct or harassment is notified of their right and option to report to law enforcement and/or seek immediate medical assistance. The notification of law authorities is entirely optional and can always be declined. If the student chooses to notify law enforcement, the student has the option of being assisted by campus authorities in notifying law enforcement. The following table of resources is provided to guide students on their support options, both on and off campus, confidential and non-confidential:

<table>
<thead>
<tr>
<th>Confidential</th>
<th>On Campus Resources &amp; Support Options</th>
<th>Off Campus Resources &amp; Support Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Health &amp; Counseling Services Center</td>
<td>Lutheran Community Services Northwest</td>
</tr>
<tr>
<td></td>
<td>509-313-4052</td>
<td>Sexual Assault Crisis Line</td>
</tr>
<tr>
<td></td>
<td>Sexual Misconduct, Intimate Partner</td>
<td>509-624-7273</td>
</tr>
<tr>
<td></td>
<td>Violence and Gender-Based Harassment</td>
<td>Lutheran Community Services Northwest</td>
</tr>
<tr>
<td></td>
<td>Report Form</td>
<td>Advocate</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.gonzaga.edu/sexualmisconductform">www.gonzaga.edu/sexualmisconductform</a></td>
<td>Call/Text 509-342-8564</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:GUadvocate@LCSNW.org">GUadvocate@LCSNW.org</a></td>
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<tr>
<td></td>
<td>Office of Mission and Ministry</td>
<td>Can meet on or off campus</td>
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<tr>
<td></td>
<td>509-313-4242</td>
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<td>(Confidentiality limited to any priest</td>
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<td>serving as a sacramental confessor or</td>
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<td>any ordained religious serving in the</td>
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<td></td>
<td>sacred confidence role)</td>
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<tr>
<td>Non-Confidential</td>
<td>Campus Security &amp; Public Safety Department</td>
<td>Spokane Police Department</td>
</tr>
<tr>
<td></td>
<td>509-313-2222</td>
<td>Emergency: 911</td>
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<tr>
<td></td>
<td>Center for Cura Personalis</td>
<td>Non-Emergency: 509-456-2233</td>
</tr>
<tr>
<td></td>
<td>509-313-2227</td>
<td></td>
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<td></td>
<td>Title IX Office</td>
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<td></td>
<td>509-313-6910</td>
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<tr>
<td></td>
<td>Student Development Office</td>
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<tr>
<td></td>
<td>509-313-4100</td>
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<td></td>
<td>Human Resources</td>
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<td></td>
<td>509-313-5996</td>
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<td></td>
<td>Student Financial Services</td>
<td></td>
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<tr>
<td></td>
<td>509-313-6582</td>
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</tbody>
</table>
ABOUT CONFIDENTIAL RESOURCES AND REPORTING OPTIONS

The University is committed to treating all individuals with dignity, care, and respect. A Complainant and a Respondent will both have equal access to support and counseling services through the University. If a student chooses not to utilize services within the University, there are a variety of external services available. Additional resources may be found in the Spokane community.

HEALTH AND SAFETY:

The first priority for any individual who has been assaulted is to get to a safe place. An individual’s physical well-being should be addressed as soon as possible, whether or not that individual wishes to make a report to the University or local law enforcement. CSPS can still provide its Safe Ride program or security escorts to students who choose not to file a report, but need quick access to safe transportation. The medical providers listed above can facilitate and provide:

1. Emergency or follow-up medical services. The medical exam has two goals: first, to treat the full extent of any injury of physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to properly collect and preserve evidence as part of a “rape kit”/sexual assault examination for potential criminal prosecution. (provided only by a trained provider in a hospital)

   IMPORTANT: do not shower, bathe, douche, brush your teeth, drink or change your clothing, as you may be destroying evidence. This evidence may assist in proving that the criminal offense occurred or may be helpful in obtaining a protection order.

2. STD and HIV testing (available through the Health & Counseling Services Center and off-campus providers)

3. Pregnancy testing (available through the Health & Counseling Services Center and off-campus providers)

4. Health care concerns related to the incident may be discussed with the hospital emergency staff, a personal physician or the Health & Counseling Services Center staff, who can also provide referrals to off-campus providers

5. The Health & Counseling Services Center can also advise an individual about the complaint processes under this policy.

ADDITIONAL CONFIDENTIAL OPTIONS:

The University recognizes that not every individual will be prepared to make a formal report to the University or to local law enforcement. Individuals seeking to talk to someone about an incident of sexual harassment or misconduct in a confidential manner without making a report to the University or triggering any investigation or action by the University or the police can:

1. Speak to a medical professional or counselor at University Health and Counseling Services or at any of the medical facilities listed above.

2. Call LCS Northwest's SAFeT Response Center, which is the local sexual assault crisis center and crime victim service center. LCS Northwest's services are completely confidential and they do not exchange information or forward information to the university. LCS Northwest community-based victim advocates have privileged communication outlined by RCW 5.60.060 (7)(b). They can offer confidential support and crisis intervention immediately after an event occurs, or months or years later. They will support survivors in making legal and medical decisions and inform them of their rights and options (on and off campus), and connect them to additional resources and support in the community. LCS Northwest victim advocates are also trained and certified to provide psychoeducation on the effects of trauma, in a support group setting, or one-on-one with the student. LCS Northwest victim advocates can also assist with Crime Victims Compensation which may pay for hospital visits, follow-up appointments, and counseling, among other expenses. Gonzaga University has retained the contract services of a community-based victim advocate from LCS Northwest to confidentially support survivors of sexual assault and other crimes, such as bullying, stalking, harassment, physical assault, hazing, etc.
Advocates can assist in the search of medical care and other community resources as the student’s request. If students would like to discuss Title IX or reporting options, LCS Northwest community-based victim advocates are trained in the Title IX and the reporting process on and off campus. If the student chooses to report the incident, the advocate can provide confidential support before, during, and after the report, and throughout the on or off campus legal process. It is important to note that talking with a victim advocate is not the same thing as making a report with the University. Community-based advocates are independent of the university and do not provide information disclosed to them to the University. LCS Northwest is also available by calling Campus Security and Public Safety at 509-313-2222 or ext. 2222 from a campus phone 24 hours a day.

3. Speak to any Priest serving as a sacramental confessor or any ordained religious serving in the sacred confidence role. Ordained counselors are employed by the Office of Mission and Ministry.

4. Both anonymous and non-anonymous complaints can be submitted to the University by using the Sexual Misconduct, Intimate Partner Violence and Gender-Based Harassment Report Form at www.gonzaga.edu/sexualmisconductform. Anonymous reports or reports that do not include an identifiable complainant, respondent, specific date or date range, location or allegations of misconduct under the policy may limit the University's ability to respond.

ABOUT NON-CONFIDENTIAL RESOURCES AND REPORTING OPTIONS

The University encourages all Gonzaga community members to report information about any type of sexual misconduct or harassment of another person involving a current student, staff, or faculty member. An incident does not have to occur on campus to be reported to the University. Off campus conduct that adversely affects or has the potential to adversely affect the Gonzaga community also falls under this policy. The University will promptly investigate and respond to all reports of sexual misconduct and harassment.

When a student or employee reports that they have experienced sexual misconduct or harassment, the institution will provide a written explanation of their rights and options. The University provides equal resources to both a Complainant and a Respondent in making decisions, obtaining information about their rights and options under this policy, and assisting either party in the event that a report of sexual misconduct or harassment is made.

A Complainant need not decide whether to request that the University pursue student conduct processes and/or sanctions at the time the report is made. Once the University is made aware of an incident, the option to request action within the Student Code of Conduct will remain open as long as the Complainant and the Respondent are students. If any party involved in a complaint is no longer affiliated with the University, the University will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects.

Under Washington State Law, the University must, within forty-eight hours of receiving a report of alleged sexual assault of a student under the age of 18, make a report or cause a report to be made to Child Protective Services or local law enforcement. The individual who made a report or about whom a report was made will be informed of this requirement by a Student Development professional staff member.

ON CAMPUS REPORTING OPTIONS:

1. To file an official complaint at the University regarding dating violence, domestic violence, sexual assault or stalking, the list of Title IX professional staff on page 25 can be contacted in person, via phone or email, or by emailing titleix@gonzaga.edu

2. CSPS can be contacted 24/7 year-round in person or over the phone at 509-313-2222. A Complainant can request a CSPS Officer to respond and take a report or request to speak with Lutheran Services. There is no requirement that the Complainant file a Security incident report in order to speak with Lutheran Services. CSPS can connect students to other services, in addition to initiating an official report.

3. Complaints can be submitted to the University by using the Sexual Misconduct, Intimate Partner Violence and Gender-Based Harassment Report Form at www.gonzaga.edu/sexualmisconductform.
4. Campus Partners at the Student Development Office (which includes Housing and Residence Life), the Center for Cura Personalis, and the Human Resources Department can all be contacted and can assist in initiating a formal complaint at the University level.

REPORTING TO LAW ENFORCEMENT:

Community members have the option of filing an official report to the Spokane Police Department. Notifying the SPD will generally result in the Complainant, and in some cases the Respondent, 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.

An act not criminally prosecuted may still violate University policy. To the extent permitted or required by law, the University will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and will only respond to allegations of criminal behavior. As a result, the University encourages reporting to both the University itself and to an outside law enforcement agency, if the alleged sexual misconduct may also be a crime.

The University process and the criminal justice process are two separate and independent courses of action. If a Complainant wishes to file a report with the SPD, a Gonzaga Student Development professional staff member, or Human Resources staff member is available to assist. The University will not file a police report about an incident or on behalf of a student unless compelling circumstances exist. The University’s response to a report is not impacted by the Complainant's decision to file a criminal complaint, or by the outcome of the criminal investigation.

INTRODUCTION TO UNIVERSITY POLICIES AND PROCEDURES


Gonzaga University recognizes the inherent dignity of all individuals and promotes respect for all people in its activities and programs and in the relationships it shares with students, faculty, staff, and the public. Further, the University expects all community members to promote dignity and respect in their daily interactions with each other.

Sexual misconduct and harassment will not be tolerated at Gonzaga University. The University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by the Clery Act. Such acts are counter to our mission, values, Student Code of Conduct, and University policy. Acts of sexual misconduct and harassment interfere with an individual’s ability to benefit from the Gonzaga experience. The University is committed to taking all appropriate steps to eliminate sexual misconduct and harassment, prevent its recurrence, and address its effects. The University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by the Clery Act.

The University seeks to cultivate a campus culture of prevention and awareness surrounding sexual misconduct and harassment and encourages all members of the Gonzaga community to report any incident of sexual misconduct or harassment. The University will take steps to resolve in a prompt, fair, and impartial manner from the initial investigation to the final result. We do this by providing counseling and support services for individuals and groups who have been affected by sexual misconduct or harassment, by investigating reports in a thorough and equitable manner, by holding students who violate this policy accountable through the Student Code of Conduct, and by providing education and training to the Gonzaga community.

It is a violation of University policy to threaten, intimidate, or retaliate in any way against an individual because he/ she raised allegations of sexual misconduct or harassment; participated in an investigation;
complaint process or hearing; or filed a complaint alleging harassment. The University will take immediate and responsive action to any retaliation.

**ROLE OF THE TITLE IX COORDINATOR**

The University has designated a Title IX Coordinator to oversee its response to all reports of sexual misconduct and harassment and coordinate compliance with the mandates of Title IX. The University’s Title IX Coordinator is:

Stephanie Whaley, Title IX Director
102 E. Boone Avenue
509-313-6910
whaley@gonzaga.edu

The Title IX Director is assisted by the following Deputy Title IX Coordinators:

Christine Purviance, Assistant Director
102 E. Boone Avenue
509-313-5858
purviance@gonzaga.edu

Matt Nelson, EEO Lead Investigator
502 E. Boone Avenue
2nd Floor Crosby
509-313-3998
nelsonm4@gonzaga.edu

Heather Gores, Associate Athletic Director
502 E. Boone Avenue
Martin Centre, PV315
509-313-3599
goress@athletics.gonzaga.edu

Eric Baldwin, Deputy Title IX Coordinator
502 E. Boone Avenue
College Hall 120
509-313-4135
baldwine@gonzaga.edu

The Title IX Director and Coordinators are knowledgeable and trained in the University’s policies and procedures, state and federal laws that apply to matters of sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. All reports of misconduct will be investigated and managed by Title IX professional staff, or University Conduct Board members who have been trained annually on issues related to domestic violence, dating violence, sexual assault, stalking, and victimization, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The Title IX Director and Coordinators are level one certified through ATIXA. University Board Conduct members receive annual training through the Title IX office regarding relevant evidence, procedural results for conducting a proceeding, and avoiding actual and perceived conflicts of interest. The Title IX Director and Coordinators are available to meet with any individual, either Complainant, Respondent, or third party, to discuss the options for resolution of a report under this policy.

**STATEMENT OF PRIVACY AND CONFIDENTIALITY**

Gonzaga is committed to protecting the privacy and confidentiality of all individuals involved in a report of harassment or discrimination. Gonzaga will balance privacy and confidentiality with its obligation to conduct a thorough review of the allegation for the purpose of protecting the parties and the broader campus community and maintaining an environment which is free from harassment and discrimination.
1. Privacy generally means information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those Gonzaga employees who “need to know” in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals are required to be discreet and respect the privacy of all individuals involved in the process.

2. Confidentiality means information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These professionals include those licensed by the State as a medical professional, mental health clinician or clergy serving in their capacity as a sacramental confessor or any ordained religious professional serving in the sacred confidence role.

When Gonzaga has received a report of harassment or discrimination, but the Complainant requests his/her identity remain private or confidential, or that Gonzaga not pursue an investigation, Gonzaga must balance this request for privacy with its responsibility to provide a safe and non-discriminatory environment for all members of the Gonzaga community. Decisions regarding privacy requests will be made by the Title IX Coordinator for gender-based harassment, discrimination, and/or sexual misconduct. Decisions regarding privacy of all other equal opportunity complaints will be made by the appropriate Gonzaga officials. Gonzaga will take all reasonable steps to investigate and respond to the report consistent with the Complainant’s request, but its ability to do so may be limited by the request for privacy. However, with the presence of circumstances (including without limitation the seriousness of the alleged harassment and the age of the parties) or evidence of a pattern of repetitive behavior, Gonzaga may conduct further investigation, or take other appropriate measures without the Complainant’s consent. A Complainant will be informed whenever legally permissible of any action taken by Gonzaga to resolve the complaint, including further investigation and corrective or disciplinary steps.

If circumstances alleged in a report of misconduct pose an immediate threat to the Gonzaga community or when timely notice must be given to protect the health or safety of the community, Gonzaga may not be able to maintain the same level of privacy. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct which include the use of force, a weapon, or other circumstances which represent a serious and ongoing threat to Gonzaga students, faculty, administrators, staff, or visitors.

All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and University policy. No information shall be released from such proceedings except as required or permitted by law and University policy. Publicly available recordkeeping, include Clery Act reporting and disclosures, will not include personally identifying information, as defined in section 4002 (a)(20) of the Violence Against Women Act of 1994.

DEFINITIONS, EXAMPLES AND PROHIBITED CONDUCT

This policy addresses a broad spectrum of behavior, all of which falls under the definition of sexual harassment.

SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcome sexual advance; request for sexual favors; or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct is an explicit or implicit condition of employment or academic success; or

2. Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or

3. Such conduct has the purpose of effect of –
   a. interfering with an individual’s work or academic performance; or
   b. creating an intimidating or hostile working or academic environment.
Sexual harassment may include sexual misconduct and sexual violence. A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical. Sexual misconduct and sexual violence can include, but is not limited to, sexual assault, domestic violence, dating violence, sexual exploitation, harassment, and stalking.

Sexual harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Examples of behaviors which might be considered sexual harassment include, but are not limited to:

1. Demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats, that an individual communicates are unwanted and unwelcome.

2. Display or circulation of written materials or pictures degrading to an individual(s) or gender group.

3. Inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body.

4. Undue and unwanted attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring, or making sexually oriented gestures.

5. Pressuring an individual to become involved in sexual activity.

6. Making a student's work or an employee's job more difficult because of that person's sex, gender identity, or sexual orientation.

7. Using a position of power and authority to:
   a. threaten or punish, either directly or by implication, for refusing to tolerate harassment or submit to sexual activity, or for reporting harassment;
   b. promise rewards in return for sexual favors.

8. Sexually assaulting an individual.

9. Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

Sexual misconduct and harassment can take many forms:

1. Sexual misconduct and harassment can occur between equals (e.g., student to student, employee to employee) or between persons of unequal power status (e.g., supervisor to subordinate, professor to student, coach to student-athlete).

2. Sexual misconduct and harassment can be committed by an individual or may be a result of the actions of an organization or group. It can be committed against an individual, an organization, or a group.

3. Sexual misconduct and harassment can be committed by an acquaintance, a stranger, or someone with whom the Complainant has an intimate or sexual relationship.

4. Sexual misconduct and harassment can occur by or against an individual of any gender. This policy prohibits sexual misconduct or harassment against Gonzaga community members of any gender, gender identity or sexual orientation.

**SPECIFIC EXAMPLES OF PROHIBITED CONDUCT**

The University expects all members of the Gonzaga community to conduct themselves in a manner consistent with the Student Code of Conduct, the Personnel Policies and Procedures Manual, and Faculty Handbook, for students, staff, and faculty respectively. In addition to the range of behaviors identified above as sexual harassment, the following conduct is specifically prohibited by this policy:
**Sexual Assault:**

**Related to Attempted or Actual Penetrations** — Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person. This includes intercourse or attempted intercourse under circumstances including:

1. the use or threat of coercion or force;
2. when the other person is incapacitated and that incapacitation is reasonable apparent to the Respondent; OR
3. when the other person does not consent.

**Related to All Other Forms of Sexual Contact** — Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing, touching the intimate parts of another, or causing the other to touch the harasser’s intimate parts. This includes sexual contact under circumstances including:

1. the use or threat of coercion or force;
2. when the other person is incapacitated and that incapacitation is reasonably apparent to the Respondent; OR
3. when the other person does not consent.

**Sexual Based Communication:**

Speaking to, or directing any kind of communication, words, or images of a sexual nature at another person that is not welcomed by the receiving party. 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 can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti, and social media postings.

**Sexual Exploitation:**

Taking sexual advantage of another for the Respondent's advantage or benefit, or for the benefit or advantage of anyone other than the Complainant, and that behavior does not otherwise constitute other forms of sexual misconduct or harassment described in this policy. Examples of sexual exploitation include 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 a person who has not consented to the risk to HIV or any other Sexually Transmitted Disease (STD); inducing incapacitation for the purpose of making the other person vulnerable to sexual assault; and, voyeurism.

**Stalking:**

A pattern of repeated and unwanted attention, harassment (as defined in this policy), contact, or any other course of conduct directed at a specific person that would cause a reasonable person to become alarmed or be in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person.

**Domestic Violence:**

A situation in which one partner in a domestic relationship is physically, emotionally, or sexually abused by the other partner. Domestic violence can occur between individuals who are married, who reside together, who share a child, or who are separated following a domestic relationship. Domestic violence can occur between individuals of the same or opposite sex.
**Dating Violence:**
A situation in which one partner in a dating relationship is physically, emotionally, or sexually abused by the other partner. A dating relationship means a social relationship of a romantic or sexual nature. Dating violence can occur between individuals who are separated following a dating relationship. Dating violence can occur between individuals of the same or opposite sex.

**Retaliation:**
Acts or attempts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment or intent to prevent participation in University proceedings under this policy. Retaliation may include continued abuse or violence, other harassment, and slander, and libel.

**DEFINITIONS OF CONSENT, COERCION & INCAPITATION**

**Consent:**
Consent occurs when the parties exchange affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity. Consent must be informed, knowing and voluntary, and freely and actively given. 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:

1. Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity.
2. If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual consent before continuing such activity.
3. Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
4. Relying on non-verbal communication can lead to misunderstandings. Consent should not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
5. Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity.
6. 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. For example, one who is asleep or passed out cannot give consent.
7. An alcoholic in a blackout state may appear to act normally but may not have later recall of the events in question. The extent to which a person in this state 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, must be evaluated in determining whether consent could be considered as having been given.
8. Alcohol and other drugs impair a person’s decision-making capacity, awareness of the consequences and ability to make judgments, and can create an atmosphere of confusion over whether consent has been freely and clearly sought or given.
9. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct or harassment and does not diminish one’s responsibility to obtain consent.

**Coercion:**
The use, attempted use, or threat of force, immediate or future harm, or the use of physical, 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.

Incapacitation:
An individual who is incapacitated cannot consent to sexual activity. An individual is incapacitated if he/she is physically helpless, unconscious, or unaware, due to drug or alcohol consumption (voluntarily or involuntarily) or for some other reason. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements; being unaware of circumstances or surroundings; or being unable to communicate for any reason.

INTERIM MEASURES TO PROTECT SAFETY AND WELL-BEING
After a report is made, the University will provide written notification to students and employees about existing services available, both on campus and in the community, as well as information about options for academic, living, transportation, and employment changes, or other protective measures. The University will provide interim support and reasonable protection against further acts of misconduct, harassment, or retaliation as needed, and will provide services and resources to provide a safe environment. For a listing of services and resources see the Campus and Community Resources section on page 21. The University will determine the necessity and scope of any interim measures pending the completion of the complaint process. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented interim measure. Interim measures are not appealable. The University will maintain as confidential any accommodations or protective measures provided to the Complainant and Respondent, to the extent that maintaining confidentiality will not impair the ability of the institution to provide accommodations or protective measures. The range of interim measures includes:

CONTACT AND COMMUNICATION DIRECTIVES:
The Complainant or Respondent may request, or the University may impose, even if not requested, communication and contact restrictions to prevent further potentially harmful interaction. A Complainant or Respondent may request a change in an academic or living situation after a report of sexual misconduct or harassment. Any such request shall be made to the Student Development professional staff member assigned to her/his case. Upon request the Student Development professional assigned to the case will inform the Complainant or Respondent of options and will endeavor to accommodate the requested changes if they are reasonably available.

In some cases, an individual may wish to consider a protection/anti-harassment order issued by the appropriate 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 on campus compliance 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 "no contact" order could prevent the University from conducting a hearing in which students subject to the order are entitled to be present and provide information. A student can return to the court to request modification of the order for the purpose of facilitating attendance at a University hearing.

ACADEMIC, EMPLOYMENT, OR LIVING ARRANGEMENTS:
A Complainant or Respondent may request, or the University may impose, even if not requested, a change in academic, employment, or living situation after a report of sexual misconduct or harassment. Upon request the Title IX Coordinator will inform the Complainant or Respondent of the options and is obligated to accommodate the requested changes if they are reasonably available. The Title IX Coordinator will work with various offices on campus, including Housing and Residence Life and the Center for Cura Personalis, to determine and facilitate appropriate accommodations. Interim changes may include:

1. Changing class or work schedule, including the ability to stop a course without penalty;
2. Limiting an individual’s or organization’s access to certain University facilities or activities pending resolution of the matter;
3. Obtaining a Voluntary Leave of Absence;
4. Providing an escort to ensure safe movement between classes and activities;
5. Providing academic support services; and
6. Any other remedy which can be tailored to the involved parties to achieve the goals of this policy.

EMOTIONAL SUPPORT:
The University will assist in providing counseling services through the Health and Counseling Services Center or will assist in providing a referral to off campus agencies as detailed in the Campus and Community Resources section of this policy. Counseling and emotional support is available to any University member.

PROCEDURES FOR THE RESOLUTION OF SEXUAL MISCONDUCT AND HARASSMENT REPORTS UNDER THE STUDENT CODE OF CONDUCT

OVERVIEW OF OPTIONS
The University is committed to providing all students with a safe environment in which to live and learn. Consistent with this goal, the University will respond promptly and equitably when any incident of sexual misconduct or harassment is alleged against a student or the University becomes aware of the situation by other reliable means. The first priority is to offer support and services to members of the Gonzaga community. The University’s response may take a number of forms within its discretion. Potential responses include: offering reasonable protection and services to the Complainant or others; conducting a Title IX inquiry or review; conducting an investigation; contacting the Respondent; imposing corrective or restrictive measures; and/or conducting a hearing pursuant to the Student Code of Conduct.

The Student Development Office, working in conjunction with the Title IX Office, administers the process of receiving, responding to and resolving reports when students are involved. If a report involves a student and a staff or faculty member, the Student Development Office will work cooperatively with the University’s Equal Opportunity Officer and Human Resources. This policy is consistent with the University’s overall harassment and discrimination policies.

REVIEW AND INVESTIGATION
The University will review and respond to all reports of sexual discrimination, misconduct, and harassment. In every case, the University will make an immediate assessment of any risk of harm to individuals or the campus community and will take appropriate steps to address any risks. Following this initial review, the University may take steps to investigate or otherwise determine what occurred. The University will take all reasonable steps to investigate and respond to the report consistent with the Complainant’s request; however, circumstances may exist when the University chooses to move forward with an investigation and/or resolution under either the student conduct or employee disciplinary system, or take other appropriate measures without the Complainant’s consent. The University will investigate the report in a thorough and equitable manner to all parties involved. These investigative steps may include interim measures intended to provide for the safety of individuals and the campus community. The University’s overarching goal is to end any misconduct, to prevent its recurrence, and to address its effects.

Generally speaking, the University will complete the investigation and resolution of all reports within 60 calendar days of receiving a report. Parties will be notified in writing of the final outcome within ten calendar days of the hearing or other action which concludes the report process.

TITLE IX INQUIRY
In every report of sexual harassment or misconduct, the Title IX Coordinator will review the report; provide investigative steps; and will endeavor to ensure that all appropriate remedies have been considered and implemented as needed.
A Complainant is encouraged, but never pressured, to participate in the University's investigation and conduct process so that the facts of each report can be explored and responsible parties held accountable for their misconduct, if warranted. If a Complainant chooses not to participate in a full investigation and/or student conduct hearing, the University will still undertake a Title IX inquiry to review the report and seek to reach a resolution that will eliminate any harassment, prevent its recurrence, and address its effects.

**STUDENT CODE OF CONDUCT REPORTS**

Reports of student to student or student to faculty/staff sexual misconduct or harassment will be adjudicated under the Student Code of Conduct.

After a Complainant has submitted a report alleging misconduct, a trained staff member from the Student Development Division will meet with the Complainant. The purpose of meeting is to assure that all University services and resources are made available to the Complainant. The Respondent will also be afforded the opportunity to meet with a Student Development staff person for the same general purposes.

In all cases, the Title IX Coordinator will assess the processes utilized and the resulting resolutions for the purpose of determining whether there are additional remedial measures, support mechanisms or educational efforts that would further the goals of eliminating harassment, preventing its recurrence, and addressing its effects.

**UNIVERSITY CONDUCT BOARD HEARINGS:**

Complainant participation in hearings related to alleged violations of Gender-based Harassment, Discrimination, and Sexual Misconduct, or alleged crimes of violence:

1. Complainants have an identical right to be present at and to participate in all hearing processes as outlined in Hearing Procedures.
2. The panel chair may allow the contesting parties to be screened from the vision of one another during the hearing, may make arrangements for attendance by video conference, or make other appropriate accommodations, all within their sound discretion.
3. The Complainant will have the opportunity to present any relevant information in the case against the accused party. This information may be presented by the introduction of any available and relevant documents, physical evidence or through the in-person testimony of witnesses. The panel chair, the Respondent and the UCB members may direct reasonable questions to witnesses presented by the Complainant.
4. The Complainant and the Respondent may not directly question one another unless granted permission to do so by the panel chair. If a request to allow direct questioning between the parties is made, the panel chair shall enter into the record a written finding in support of their decision. If a request to allow direct questioning is denied, the chair, at their discretion, may allow the parties to pose additional questions or inquire further into specific matters by submitting these questions/requests in writing to the chair. The chair may then, at their discretion, pose the submitted questions to the other party. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such questions/requests. The chair is empowered to disallow or reframe any questions that are irrelevant, redundant, or otherwise inadmissible.
5. In matters alleging a violation of the University's Harassment and Discrimination Policy no information facts or evidence bearing upon the prior sexual conduct of a party shall be introduced into a hearing process absent permission to do so granted by the hearing panel chair. Where a Respondent and Complainant have a prior intimate or sexual relationship this information may be relevant to determine responsibility, however, the mere fact of a current or previous consensual intimate or sexual relationship between the two parties does not itself imply consent or preclude a finding of responsibility for sexual misconduct. Any prior sexual conduct of the Complainant unrelated to the Respondent is not relevant and shall not be considered. The prior unrelated sexual misconduct of the Respondent may be relevant to the issue of appropriateness of sanction.
6. Complainants will also be simultaneously notified in writing of the outcome of the case. Notification will be made in compliance with privacy laws, including but not limited to FERPA. Notification shall include information regarding how an appeal may be filed. Following an appeal, the Complainant and Respondent will also receive simultaneous notification of any change to the result of a proceeding and when such results become final.

Upon written request, the university will disclose to the Complainant of a crime of violence or non-forcible sex offense the report on the results of a university disciplinary proceeding against the Respondent. If the Complainant is deceased as a result of such crime or offense, the next of kin of such Complainant will be treated as the Complainant if so requested.
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 being absent or missing under unusual or unexplained circumstances must be immediately directed to the CSPS Communications Center, 509-313-2222. This office is staffed 24 hours a day, 365 days a year. Reports may also be made to the Student Development office, College Hall 120, 509-313-4100. This office is open Monday-Friday 8:00 am until 5:00 pm. In addition, reports of missing persons may be made to following:

<table>
<thead>
<tr>
<th>Area Coordinator, Upper Div. &amp; Off Campus</th>
<th>509-313-4881</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Coordinator, Lower Div., Residence Halls/Suites</td>
<td>509-313-3387</td>
</tr>
<tr>
<td>Residence Director, Coughlin Block</td>
<td>509-313-4173</td>
</tr>
<tr>
<td>Residence Director, Southeast Block</td>
<td>509-313-4160</td>
</tr>
<tr>
<td>Residence Director, East Central Block</td>
<td>509-313-4524</td>
</tr>
<tr>
<td>Residence Director, Midwest Block</td>
<td>509-313-4648</td>
</tr>
<tr>
<td>Residence Director, Northeast Block</td>
<td>509-313-4104</td>
</tr>
<tr>
<td>Residence Director, Northwest Block</td>
<td>509-313-5887</td>
</tr>
</tbody>
</table>

Anyone receiving a missing student report must immediately bring it to the attention of CSPS.

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. CSPS 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, Twitter, etc. may be accessed and activity on University-issued email accounts may be checked.

The Clery 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, leased, managed, 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 CSPS Department that the student is missing. The confidential contact information will be maintained jointly by the CSPS Department and the Office of Housing and Residence Life. Students will be prompted to designate a confidential contact on the ZagLiving platform when submitting a housing application. This information is confidentially maintained, will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel as part of a missing person’s investigation.

If a student is under 18 years of age and not emancipated (legally independent of his/her parents/guardians), 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 CSPS Department will inform the SPD within 24 hours of the determination that a student is missing. When the CSPS Department notifies the SPD of the missing student report, SPD will become the lead agency on the investigation. CSPS will assist the SPD with continued inquiry within the campus community.

Nothing in this policy restricts Gonzaga University from making notifications earlier than noted above if deemed appropriate under the circumstances. Nor does this policy restrict Gonzaga University from contacting other individuals if deemed necessary to prevent harm to a student or others, necessary to the inquiry or investigation, or otherwise appropriate under the circumstances.

**HOUSING AND RESIDENCE LIFE POLICIES – SELECTED SECTIONS**

The Policies and Expectations contained within this section apply to residents and guests of all buildings operated by the Office of Housing and Residence Life.

1. **Absences:** Prolonged and unannounced absences from your room may be investigated to assure either that you are safe or that you are in compliance with your residency requirement or rental agreement. This may involve room entry, contacting emergency contacts or roommates, or even reporting the situation to the local police department. Please see the section on “Missing Students.”

2. **Entry, Search, and Confiscation:** The Entry, Search, and Confiscation Procedures contained within this section apply to residents and guests of all buildings operated by the Office of Housing and Residence Life.

   a. **Entry, University Official** – Entry by a University Official may occur for a number of reasons. Examples include: (a) to insure that health and/or safety standards are being met, including safety inspections during vacation periods/Christmas break; (b) for purposes of repair, construction, or inventory; or (c) when there exists reasonable suspicion that a violation of University policy or law is being committed, or has been committed; and/or that a delay in such entry would endanger the health and safety of the resident, residential community or property, or result in the probable destruction of material relating to the violation. Where possible, notice of intent to enter a room or property will be given to the resident in advance. However, advance notice of room entry may not be practical when emergencies arise.

   b. **Entry and Search, University Official** – The entering of a room and a subsequent search of that room may occur when there exists a reasonable suspicion that a violation of student conduct expectations is being committed, or has been committed, and/or the delay would endanger the health and safety of the resident, residential community, and/or result in the probable destruction of material relating to the violation.

   c. **Confiscation of Items** – Any item within a University residential facility which is prohibited or which reasonably indicates a violation of University policy is subject to removal and confiscation. This includes, but is not limited to, items within backpacks and storage containers not owned by the University. Removal of the item does not require express permission on the part of the room occupant(s). The University reserves the right to confiscate, retain, and dispose (at any time) of any and all illegal, dangerous, or prohibited items, regardless of value or ownership. Items confiscated
under this policy are generally not available to be returned to a student. Residence and Security staff are not able to promise, guarantee or arrange for items to be returned. A written request must be made to the Student Development Office before the end of the current term for consideration of extraordinary situations.

3. **Fire Escapes:** Students are prohibited from loitering upon, or conducting any activity on or from, a fire escape or fire escape platform.

4. **Fire/Smoke Detection Equipment:** All University residences are equipped with fire and/or smoke detectors, many of which operate using batteries as a primary or back-up source of power. Students are required to maintain their fire/smoke detectors in working order. If a fire/ smoke detector (a) does not operate when tested, or (b) alerts the student to a failing battery, the student must promptly contact the Plant Services department (extension 5656) to make a maintenance request for the repair of the unit.

5. **Guests and Overnight Visitors:** The right of a student to live in reasonable privacy takes precedence over the right of his / her roommate to entertain a guest in the room, suite, or apartment – regardless of gender – at any time of the day or night. Additionally, the University provides and maintains its residences for the use of legitimate rent-paying students (and their spouses and dependents where applicable). As such the Housing and Residence Life Department has established the following policy regarding guests and overnight visitors.

   a. Anyone visiting a student in their room, apartment, suite, or hall, or house is considered a "guest" of that student. As a "host" you are responsible for your guests' compliance with the Student Community Standards whether or not you are present in any situation where concern arises. This includes individual bedrooms, suites, apartments, houses and common areas within the residence halls. Additionally, students who have been found to frequent living areas will be presumed to be "guests" of the resident(s) unless there is a determination of forced entry. Guests can be any of the following, but not limited to the following:
      - Other residence hall students
      - Friends and acquaintances living off campus not associated with Gonzaga University
      - GU students who live off campus visiting residence halls
      - Family members
      - "Friends of friends" who accompany a guest into a residence hall, regardless of the relationship to the hosting student

   b. Visitors to any residence hall must be escorted by a current resident of that hall while they are visiting, whether inside the room or in a common area. Visitors who are found to be without an escort may be required immediately to leave the building and/or campus.

   c. All overnight guests are limited to two nights in any given month, must be of the same gender as the host, and escorted at all times (see escort policy below). This limitation applies in all situations – for example, whether a student lives in a single room or apartment or a student's roommates or suitemates are gone overnight

   d. Only students registered with the Housing and Residence Life Office as actual residents of a space may live in that space. Please note the following examples of violations of this policy:
      - Residents who want to swap rooms without permission from the Housing and Residence Life
      - Non-students (including relatives) and students who have not made arrangements for residing in that space through the Housing and Residence Life Office
      - Friends or relatives who stay more than one night
      - Off campus Gonzaga students who need a place to stay for a few days or weeks
      - A "significant other" who spends the night or multiple nights

   e. In order to foster an atmosphere of study and to provide a measure of privacy, visitation (having a visitor or guest of the opposite sex in your room) is limited in all residence halls, suites, apartments,
and University managed off-campus apartments / houses. Parameters for visitation (hours when men and women can be in each other's rooms) are: Seven days a week: 9:00 a.m. – 2:00 a.m.

f. Outside of the established visitation hours, it is expected that all group conversations, study sessions, and activities including both sexes move to a public area of their building. It is expected that only residents of the living unit will be in the living unit after hours and any quiet conversation, music or television in the living unit will be occurring behind closed bedroom doors in keeping with the Quiet Hours Policy.

6. Windows/Window Screens: Window screens are not to be loosened or removed under any condition. If your screen comes loose by itself, please place a work order to have it repaired. A missing screen at the year's end will be charged to the resident(s) in damage charges. Endangering the safety or property of others by dropping/throwing objects from windows, endangering oneself by sitting on the window ledge or by climbing in or out windows will result in disciplinary action. Banners, flags, posters, and other hangings are not allowed to be displayed outside of windows or from ledges.

STUDENT CODE OF CONDUCT – SELECTED SECTIONS

ALCOHOL POLICY

1. A person must be 21 years of age to acquire, possess, or consume any liquor (alcohol, spirits, wine and beer)

2. It is a violation of state law for any person under 21 years of age to purchase or attempt to purchase alcoholic beverages

3. 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

4. It is a violation of state law to misrepresent age and to use false or forged documents (such as a driver’s 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 held accountable for not taking appropriate action.

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, shot glasses, and beer pong tables.

Drinking that 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 Development Office, and that comply with state and local laws.

b. Requests for special events must be reviewed and authorized by the Vice President for Student Development 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:
   • Are responsible for ensuring laws and University regulations governing the provision and consumption of alcoholic beverages are upheld.
   • Must arrange to serve non-alcoholic beverages and food appropriate to the occasion.
• Must arrange for a responsible bartender to coordinate serving. Choice of bartender is subject to review and approval by the Student Development Office.
• Must fulfill all requirements listed by the Vice President for Student Development Office.

Alcoholic beverages in University owned residential facilities

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

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

2. Residential facilities reserved for lower-division (first and second year) students
   a. Students of any age and/or their guests of any age may not consume alcoholic beverages at any time in lower division residence halls. The use, possession, distribution, sale, or display of alcoholic beverages and alcohol paraphernalia, including possession of empty alcohol containers, is prohibited.
   b. Should a violation of the alcohol policy described in #1 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.
   c. Empty containers may be considered evidence of consumption/possession of alcoholic beverages.

3. Residential Facilities reserved for upper-division (third year and above) students
   a. 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.
   b. The possession and/or consumption of alcohol shall not infringe upon the privacy, peace, and rights of others.

4. Should alcohol-related problems arise in individual rooms, student residents will be contacted 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.

5. 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.

6. 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.

7. 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.

8. Any apartment unit or house that 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.

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

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

Violations of the alcohol policy will be enforced pursuant to the Student Code of Conduct. 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 Development Staff. Students who violate state and local laws or University regulations concerning alcohol usage may be required to attend an alcohol education class and may be subject to Student Code of Conduct procedures and sanctions. 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/or abusive consumption of alcohol. Some examples of “abusive consumption” are situations that
involve: requiring medical response, transport, or hospitalization; blackouts; disruption to the community; impacting University operations, such as Security and Residence staff duties.

**DRUG POLICY**

The illegal use of drugs on or off campus, by Gonzaga University students is prohibited. The unlawful manufacture, possession, control, sale, transfer or use of any dangerous drug, controlled substance, experimental drug, mind-altering substance, or drug paraphernalia on University premises or at University-sponsored activities is prohibited. Actions that violate local, state, or federal laws in relation to drugs are also a violation of University policy. This includes the abuse or other improper use of prescription drugs. The 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.

Students should be aware that in spite of the November 2012 Washington state vote to legalize and/or decriminalize small amounts of marijuana possession or use for persons over the age of 21, Gonzaga is required to uphold, and expects its students to abide by federal laws that prohibit use, distribution, consumption, of marijuana by anyone of any age.

Students in the presence of others improperly using drugs may be held accountable for not taking appropriate action.

The University reserves the right to confiscate, retain, and dispose of/destroy any and all drug related items regardless of value or ownership.

Medical marijuana users should be aware that Gonzaga University does not permit marijuana use or possession on campus, whether or not in a residential facility, even with official medical documentation. 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.


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 suspect they may have a problem associated with alcohol or other substance abuse to seek assistance through campus resources such as the Student Development 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. For further information about the University's compliance with the Drug-Free Schools and Campuses Regulations and the Higher Education Act, the University's drug and alcohol policies, or related matters, please contact the Student Development Office, College Hall 120 or call 509-313-4100.

Violations of the Drug Policy will be addressed pursuant to the Student Code of Conduct. Sanctions resulting from a violation of this policy may include substance use assessment; recommendations for treatment; and random drug testing in addition to sanctions set forth in the Student Code of Conduct. Any costs associated with the imposition of sanctions are the responsibility of the student.
WEAPONS POLICY

The presence and use of weapons on campus 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 the University's student code of conduct 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. 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, switchblades 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 included within this policy. Objects otherwise not considered weapons, and knives with blades less than three inches, may be included within this policy if used as a weapon. Fireworks, flammables, explosives, and chemicals of an explosive and/or flammable nature are also prohibited.

Exceptions to this policy may be authorized by the Director of Campus Security & Public Safety. 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.

GUEST CONDUCT AND RESPONSIBILITY

Anyone visiting a student on campus is considered a "guest" of that student and the host is responsible for that guest's conduct in relation to the policies and expectations of the University.

HAZING POLICY

Traditions are important at Gonzaga and some of these traditions include rituals and rites of passage that link students to the University's past and help them prepare for the future. These actions can build important bonds between individuals and groups. It is imperative to remember that the relationships and bonds that are created in our community are to always be deeply rooted in mutual respect, and not through senseless activities or humiliation.

Any hazing actions, including, but not limited to, those which produce mental discomfort, physical discomfort, or ridicule are expressly prohibited. Willing participation by persons suspected of being hazed does not override this policy. Hazing is a form of victimization. It is pre-meditated and not accidental. Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological discomfort or harm or activities that demonstrate disregard for another person's dignity or well-being. A level of coercion is often involved, i.e. those being hazed either couldn't or didn't feel they could opt out because of the peer pressure involved and the desire to belong to the group. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims, (those who were hazed). All involved are responsible for their behavior, but consequences will generally differ based on the seriousness of the incident and one's level of responsibility, planning or participation.

Hazing is a form of harassment. Hazing is not limited to group activity alone, but includes individual behavior, that subjects another to abusive conduct, or ridiculous or annoying tricks or pranks. Because hazing and some initiation-related practices threaten the self-esteem and safety of students, and subsequently the University as a whole, Gonzaga adopts the following policy statement:

1. Hazing is defined as any act or process that endangers the mental or physical health or safety of a student, or that damages or removes public or private property for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team or organization.

2. Hazing-related conduct includes, but is not limited to, embarrassment; ridicule; sleep deprivation; verbal or physical abuse; personal humiliation; excessive fatigue; physical and/or psychological shock;
humiliation encouraging or requiring a person to consume alcohol, drugs or foreign or unusual substances; requiring the wearing of conspicuous apparel in public; requiring the carrying of "burdens" in public; and moral degradation or substantial interference with the person's educational pursuits.

3. Student groups, teams and organizations, as well as individual students, are expected to design their programs and policies in accordance with the principles of Gonzaga University as described in the University Mission Statement and the Student Code of Conduct.

4. Individual members, organizational activities, and developed policies should promote the ideals of the University and its Jesuit foundations, which emphasize individual well-being, a strong academic commitment and respect for oneself and for others.

5. Encouraged or forced violation of any University rule, policy, or expectation of the law.

Student organizations and individuals failing to adhere to this policy statement and/or behavioral expectations will be subject to disciplinary actions and sanctions as outlined in the Student Code of Conduct, and may also be subject to criminal prosecution pursuant to Washington State Law (RCW.28B.10.901).

IDENTIFICATION CARD POLICY

Students are required to obtain an official student identification card within one week of enrollment at the University. Students are required to carry a legible 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, a student should 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, KEY CARDS AND CODES POLICY

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 prohibition includes student ID's equipped with proximity readers for building entry, other "swipe-type" 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.

RESTRICTED AREA POLICY

Unauthorized entrance, occupancy or use of University property or premises, including entry onto roofs and secured areas, and areas not intended for student use is prohibited. This restriction includes, but is not limited to, maintenance and custodial areas, construction sites, departmental storage closets, and Lake Arthur and the Spokane River adjacent to University property.

STUDENT CODE OF CONDUCT ADMINISTRATION

STUDENT CONDUCT PROCESSES

Overview of the Student Conduct Process

The Division of Student Development is responsible for the implementation of the Student Code of Conduct. The University uses a graduated approach in responding to allegations of student misconduct with allegations being resolved through one of three conduct processes: 1) a Student Conduct Review; 2) a Student Conduct Conference; or 3) by the University Conduct Board. When less serious violations are alleged the matter may be resolved through a Student Conduct Review. In the case of more serious violations, or when a student has been held responsible for past misconduct, or when multiple violations are alleged, the matter may be resolved through a Conduct Conference. The most serious allegations of misconduct shall be referred to the University Conduct Board (UCB)
The determination as to which process will be utilized for the hearing and resolution of allegations of misconduct shall be made by the Director of the Office of Community Standards.

A range of sanctions may be imposed if a student is found responsible for a violation of University policy. A determination of responsibility is based on a finding that the Respondent more likely than not committed the act alleged.

During any Student Code of Conduct process, students will be provided with the following:

1. Notice of the allegation(s) being made
2. Notice of the date of hearing or other process
3. The opportunity to be heard
4. The opportunity to have an advisor of their choice present during any stage of the conduct proceedings
5. Notice of the outcome as permitted by FERPA and any other applicable privacy laws
6. The opportunity to have the outcome reviewed through the appropriate appeals process

The Student Code of Conduct is intended to promote civility, maintain a safe and secure environment, and to protect individual and University community rights. The description of prohibited conduct and rules and regulations in the Student Code of Conduct is not exhaustive. The University, in the discretion of its officials administering the Student Code of Conduct, may take disciplinary action even though an alleged infraction is not specifically contained within the University’s written policies. Additionally, the University reserves the right to make exceptions to written disciplinary procedures if deemed necessary.

**Initial Review**

Upon receipt of a complaint against a student, or a report of alleged misconduct, the DOCS may:

1. Determine that no further action is warranted,
2. Refer the complaint for further investigation, and/or
3. Bring a formal charge under this Student Code of Conduct.

A formal charge is warranted when the DOCS determines that the circumstances alleged in the complaint are sufficient to create a reasonable belief that a violation has occurred and that conduct action is appropriate.

If the DOCS determines that a formal charge is warranted, the DOCS will notify the student who will be provided the opportunity to respond pursuant to one of the Student Conduct Resolution Processes detailed below. The DOCS will determine in his or her sole discretion by what process the charge(s) will be resolved. **NOTE:** In matters covered under the University’s Sexual Misconduct and Harassment Policy, the DOCS will consult with the Title IX Coordinator and the Review and Investigation procedures contained in that policy will supersede this section.

**STUDENT CONDUCT PROCESS DESCRIPTIONS**

**Conduct Review process**

Student Conduct Review: This process presents an opportunity for the involved party or parties and a conduct officer to discuss and resolve complaints of a less serious nature.

Resolution of Complaints: The involved party, or parties, shall be advised of the nature of the charge(s) and be provided an opportunity to discuss the incident in an honest and respectful process. Each party shall be afforded the opportunity to provide any relevant information in support of his or her position. A party may choose to accept responsibility for the charge(s) as alleged, or may leave that decision—including sanctions, if any—to the DOCS, or his/her designee, who will determine the outcome without a formal hearing. The DOCS, or his/her designee, may assign any sanction(s) deemed appropriate, other than suspension or expulsion, either of which may be imposed only by the UCB. A notice of findings and sanctions shall be provided in writing to students found responsible for policy violations.
In the event that a student does not attend a properly noticed and scheduled student conduct proceeding, the conduct officer, in the exercise of his or her discretion, may adjudicate the matter in the absence of such student.

Conduct Conference process

Student Conduct Conference: This process presents an opportunity for the involved party or parties and a conduct officer(s) assigned by the Office of Community Standards to discuss and resolve complaints of a more serious nature.

Resolution of Complaints: The involved party, or parties, shall be advised of the nature of the charge(s) and be provided an opportunity to discuss the incident in an honest and respectful process. Each party shall be afforded the opportunity to provide any relevant information in support of his or her position. A party may choose to accept responsibility for the charge(s) as alleged, or may leave that decision—including sanctions, if any—to the conduct officer(s), who will determine the outcome without a formal hearing. The conduct officer(s) may assign any sanction(s) deemed appropriate other than suspension or expulsion, either of which may be imposed only by the UCB. A notice of findings and sanctions shall be provided in writing to students found responsible for policy violations.

In the event that a student does not attend a properly noticed and scheduled student conduct proceeding, the conduct officer(s), in the exercise of his/her/their discretion, may adjudicate the matter in the absence of such student.

University Conduct Board process

University Conduct Board (UCB): The UCB shall be charged with the duty of making determinations as to complaints of misconduct and, if appropriate, regarding the imposition of sanctions. The UCB shall be comprised of trained hearing officers consisting of faculty, staff and students. The members of the UCB will hear and deliberate cases in panels of three members assigned by the Vice-President for Student Development. The Vice-President for Student Development shall appoint one member of the panel to act as chairperson of the hearing panel. It shall be the duty of the chairperson to exercise control over the hearing in order to afford a fair and orderly hearing to all participants; to avoid needless consumption of time; and to prevent the harassment and/or intimidation of parties and witnesses.

The UCB shall hear and decide cases as assigned to it by the DOCS and involving charges of the most serious nature including but not limited to allegations of sexual harassment or misconduct, discrimination or interpersonal violence.

1. Pre-Hearing Procedures: A Respondent or Complainant participating in a UCB hearing will:
   a. Receive advance notice of date, time, and place of the initial hearing in person, University email, or U.S. Mail.
   b. Receive written notice of the complaint that specifies the nature of the violation and the basis for the charge including the date of period of time during which the misconduct is alleged to have occurred, and the location where the misconduct allegedly occurred.
   c. Be given adequate time to prepare a case pursuant to the time frames articulated in this Code
   d. Be given an opportunity to review related documentation
   e. Have access to a trained University staff person to provide information in navigating the Student Code of Conduct system
   f. Have the opportunity for an advisor of their choice present during any stage of the conduct proceedings
   g. Have an opportunity to present both written documentation and witnesses

The role of an advisor in the Student Code of Conduct is to provide support as the parties represents themselves in the process. An advisor does not actively participate in any part of a hearing. An advisor, may privately consult with and advise a party during the proceeding, but may not act as a representative of or spokesperson for a party; nor may an advisor provide any information on behalf of the party, examine witness, or otherwise participate in a hearing. Neither a witness nor a potential witness is permitted to serve as an advisor. Advisors must make themselves available for all hearing processes as
requested by the party and the individual schedules of advisors generally has no impact upon the scheduling of hearings or other Student Code of Conduct processes. If an advisor is disruptive to the hearing process, the panel chair may dismiss the advisor. Dismissal of an advisor will not be grounds to postpone, suspend, or reschedule a hearing already in progress. The university may not limit the choice of advisor or presence of the advisor during any meeting or institutional disciplinary proceeding, however, the institution may establish restrictions regarding to the extent to which the advisor may participate, of which are applied equally to both parties.

Before any hearing takes place, each party shall have the opportunity to meet with a trained University staff person for the purpose of becoming informed about hearing processes and procedures. All parties shall have reasonable opportunities to review any and all information which might be used during the hearing. This information shall include but not be limited to investigative reports, written or recorded statements, and all relevant documents and information to the extent allowed by laws governing privacy, including FERPA. At this meeting the parties shall also be notified of the names of the Board members and any party wishing to challenge the participation of any Board member must notify the University staff person in writing within three days of this meeting stating the reason(s) for the objection. Failure to do so will constitute a waiver of any objection to the composition of the panel. The University staff person will forward the information to the Vice-President for Student Development who will determine whether the challenge has merit and reserves discretion to make changes in the Board composition.

At least five days prior to a hearing, the parties shall disclose to the chair the names and addresses of each person whom the disclosing party expects to call as a witness at the time of hearing. At the same time, each party shall provide to the chair a list of all documents, statements, reports and writings of any kind which the disclosing party intends to submit at the time of hearing. The chair will promptly provide all such information to all parties and UCB members. Information not disclosed in compliance with this paragraph will not be considered at any hearing. Witnesses, documents, statements, reports and writings submitted by disclosing parties should be in addition to university investigative reports prepared and submitted by a qualified university official. All such information will also be provided to the UCB members.

In matters alleging a violation of the University’s Sexual Misconduct and Harassment Policy no information, facts or evidence bearing upon the prior sexual conduct of a party shall be introduced into a hearing process absent permission to do so granted by the hearing panel chair. Where a Respondent and Complainant have a prior intimate or sexual relationship this information may be relevant to determine responsibility however the mere fact of a current or previous consensual intimate or sexual relationship between the two parties does not itself imply consent or preclude a finding of responsibility for sexual misconduct. Any prior sexual conduct of the Complainant unrelated to the Respondent is not relevant and shall not be considered. The prior unrelated sexual misconduct of the Respondent may be relevant to the issue of appropriateness of sanction.

A hearing for the purpose of determining whether or not a policy has been violated by the Respondent as alleged shall be conducted within forty-five days of the receipt of a complaint by the DOCS. The DOCS, the UCB chair or the Title IX Coordinator may modify or extend any time frames described in this Code for good cause. NOTE: In matters covered under the University’s Sexual Misconduct and Harassment Policy, the time frames for responding to reports of sexual misconduct or harassment contained that policy will supersede this section and the DOCS will consult with the Title IX Coordinator regarding the timing for any investigation and/or hearing.

In the event that a student does not attend a properly noticed and scheduled hearing, the hearing panel chair, in the exercise of his or her discretion, may proceed with the hearing in the absence of such student.

2. **Hearing Procedures:** UCB proceedings are not open to the public. All information is private and confidential, and all participants will receive instruction as to the preservation of the privacy of all concerned.

All UCB hearings shall be audio recorded in their entirety by the panel chair. No other recordings will be allowed and no other electronic devices will be allowed into the hearing room. The audio record is the
property of the University and kept with the records of the proceeding. There shall be no recording or transcript of deliberations.

The Complainant and the Respondent are entitled to an identical right to be present at and to participate in all hearing processes. The panel chair may allow the contesting parties to be screened from the vision of one another during the hearing, may make arrangements for attendance by video conference, or make other appropriate accommodations, all within his or her sound discretion.

The hearing panel chair shall open any hearing by reading the statement of charges. A representative from the Office of Community Standards will present information related to the case which may include, but not be limited to, documents, investigative reports, or witnesses. If an investigation has been completed prior to the hearing, the primary investigator will present his or her investigation to the panel. The chair, UCB members and parties may ask reasonable questions of the investigator.

The Complainant will then have the opportunity to present any other relevant information in the case against the accused party. This information will be presented by the introduction of any available and relevant documents, physical evidence or through the in-person testimony of witnesses. The panel chair, the Respondent and the UCB members may direct reasonable questions to witnesses presented by the Complainant. All witnesses shall affirm the truthfulness of their testimony. All witnesses, except the Complainant and Respondent, shall be excluded from the hearing room except during their own testimony.

At the conclusion of the Complainant’s case, the Respondent may present a response to the charges. The response, if any, will be presented by the introduction of available and relevant documents, physical evidence or through the in-person testimony of witnesses. The panel chair, the Complainant, and the UCB members may direct reasonable questions to witnesses presented by the Respondent.

The Complainant and the Respondent may not directly question one another unless granted permission to do so by the panel chair. If a request to allow direct questioning between the parties is made, the panel chair shall enter into the record a written finding in support of his or her decision. If a request to allow direct questioning is denied, the chair, at his or her discretion, may allow the parties to pose additional questions or inquire further into specific matters by submitting these questions/requests in writing to the chair. The chair may then, at his or her discretion, pose the submitted questions to the other party. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such questions/requests. The chair is empowered to disallow or reframe any questions that are irrelevant, redundant, or otherwise inadmissible.

Formal rules of evidence do not apply and the panel chair will determine what information is relevant to the hearing. The responsibility for the resolution of all issues as to admissibility or relevance of evidence, the propriety of questions, and any other procedural matter shall rest solely with the panel chair in the exercise of his or her discretion. The party wishing to present any witness is responsible for arranging for the attendance of such witness. The University will not compel the attendance of witnesses.

Following the presentation of each parties’ evidence the panel chair may allow each party to present additional evidence in response. After the presentation of evidence is complete, the panel chair may allow each party to present a closing summation of his or her case.

Upon the completion by all parties of the presentation of their respective cases and information, the UCB chair will declare the hearing “closed” and no further information will be received by the hearing panel. Once the hearing is closed, the member(s) of the panel will deliberate for the purpose of making a determination whether or not the accused party is responsible for the violation charged. This determination will be made based on a preponderance of evidence, that is whether the alleged violation is “more likely than not” to have occurred. If the information presented does not indicate by a preponderance of the evidence that a violation as alleged has occurred, but does indicate that a violation other than that charged has occurred, the panel may so find. The determination shall be made by majority vote of the members of the panel, and shall be supported by written findings of fact by the panel chair and the voting majority.
If no violation of any kind is determined, then the proceedings are at an end (absent any appeal as described below), and the parties will be notified of the outcome consistent with FERPA and other applicable privacy laws.

If it is determined that a violation has occurred, then the panel will continue its deliberations for the purpose of determining the appropriate sanction, if any, to be levied.

3. **Notice of Outcome:** The Respondent will be notified in writing of the disposition of the case, as well as any sanctions imposed, after a decision has been determined. Complaints in matters alleging a crime of violence or sexual misconduct will also be notified in writing of the outcome of the case. Notification will be made in compliance with privacy laws, including but not limited to FERPA. Notification shall include information regarding how an appeal may be filed.

**CONDUCT OUTCOMES**

If it is determined that a student is responsible for a violation of policy, the nature of the violation, the circumstances surrounding the violation, the student’s prior conduct history (if any), the impact of the misconduct on the community, and conduct outcomes assigned to previous findings for such violations, will be among the factors considered in determining an outcome. The Office of Community Standards and/or its designee(s) are not limited to the assignment of conduct outcomes listed here:

1. **Administrative:**
   a. Fees: Directly associated with costs for workshops, programs, or other assigned outcomes.
   b. Fines: Reasonable fines may be imposed not to exceed $1,000 for any student.
   c. Restitution: Payment of compensation for loss of property, or damage to person or property.
   d. Residency Status Review: Written notice to a student in University residence that further violations of residence life or University policy may result in removal from University housing.
   e. Warning: Written notice to the student that his or her behavior is below the University’s standards of conduct.
   f. Reprimand: Written notice to a student for severe or repeated failure to meet the University’s standards of conduct.
   g. Conduct Probation: A specified period of observation and evaluation of a student’s conduct imposed for repeated or arrant violations. Any violation of University policy, while on Conduct Probation, could result in separation from the University.

2. **Restrictions:**
   a. Loss of privileges: Denial of specified privileges for a designated period of time.
   b. Contact restriction: Limitation or prohibition of communication or contact with a member of the University community.
   c. Residence-related restrictions: Housing restriction, relocation, or separation of a student from University housing for a designated period of time.

3. **Developmental:**
   a. Educational assignments: Related to the violation for which a student is found responsible, this is a means to encourage a student to reflect on his or her personal growth and development.
   b. Performance assignments: Community/restorative service, program or workshop attendance or presentation, random drug/alcohol testing, or other assigned tasks.
   c. Policy review: Written notification of policy reminders, educational conversations, or workshops.
   d. Outcomes related to academic degree progress:
   e. Suspension: Separation of the student from the University for a specified period of time, with associated conditions specified for readmission.
   f. Expulsion: Permanent separation of the student from the University.

**APPEALS**

Either a Complainant or a Respondent may appeal a determination made by a conduct officer or UCB hearing panel. An appeal is filed by submitting it to the Office of Community Standards within five days of the date
of issuance of a conduct officer(s) or UCB panel’s written decision using the form located below. A properly filed and timely appeal will generally stay any sanction(s) levied unless doing so would be inconsistent with the institution’s Title IX obligations and/or it is determined by the Office of Community Standards that this action would present an unreasonable danger to any person or property or be disruptive to the University’s living/learning environment. The non-appealing party may respond in writing to the appeal within five days of the filing of the appeal with the Office of Community Standards.

A student filing an appeal will receive confirmation of the appeal request and the status of any sanctions issued. Following acknowledgement of the appeal, the student’s conduct file will be forwarded to the appropriate reviewer.

Appeals of Conduct Reviews and Conduct Conferences are considered by the Dean of Well-Being and Healthy Living or his/her designee.

Appeals of UCB Hearings are considered by the University Conduct Appeals Board (UCAB) consisting of three members of the UCB who did not originally hear the matter being appealed.

The Office of Community Standards and/or its designee shall have the opportunity to provide a written response to the appeal request. The response may include information the Office of Community Standards and/or its designee regards as relevant to the appeal, including information used in making its determination.

Appeal processes are "document only" procedures and no students or support persons are present when an appeal is being considered. The appeals officer or UCAB will consider information reviewed at the original conduct meeting or hearing, information submitted by the parties within the five-day appeal and response periods referenced above, and the findings of the conduct officer or UCB hearing panel. The UCAB panel will also consider the audio record of the UCB hearing. The bases upon which an appeal may be considered are limited to the following:

1. Severity of sanction: Is the sanction(s) imposed appropriate for the violation found?
2. Insufficient information: Is the determination supported by a preponderance of the information presented? That is, were the facts in the case sufficient to establish that "it is more likely than not" that a violation occurred? In making such a determination, the UCAB shall not substitute its judgment for that of the panel below. It will review the determination made below only to evaluate whether there is sufficient information in the record to support the determination made.
3. Improper procedure: Was the original hearing conducted fairly? Did all parties have a reasonable opportunity to prepare and present information and to challenge any information presented?
4. New information: Is new relevant information available that was not reasonably available at the time of hearing, and that would more likely than not have an impact on the determination?

The appeals officer or UCAB may deny the appeal (leaving the determination of responsibility and any sanction levied below in place) or it may grant the appeal in whole or in part. The appeals officer or UCAB shall issue Findings of Fact in support of its determination.

The appeals officer or UCAB may take the following actions after considering an appeal:

1. Remand the matter to the original conduct officer(s) or panel to be reheard in whole or part.
2. Affirm the original decision and sanction(s).
3. Reverse the original decision and sanction(s).
4. Affirm or reverse the original decision in part and/or alter the sanction(s) which could increase or decrease the severity of the sanction(s).

A notification of the decision regarding the appeal will be made to the party who filled the appeal in person, by phone, or to the appellant’s University e-mail address or mailing address. In cases of violence or sexual misconduct, the Complainant will also be notified of the decision regarding the appeal. Notification will be made in conformance with privacy laws, including FERPA. The appeal decision shall be rendered within fifteen days of the filing of the written appeal. The decision of the appeals officer or UCAB is final and effective immediately upon issuance of the written decision on appeal.
Section 6: Fire Safety and Statistics

FIRE STATISTICS AND SAFETY EDUCATION

The Campus Fire Safety Right-to-Know Act of 2007 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.” The act requires colleges and universities with student housing to disclose certain statistics, policies and information. Included in the requirements is a daily fire log. This log contains the following information about each reported fire on campus: nature of the fire, date and time the fire occurred, and the general location of the fire. The log is available for viewing in the lobby of Huetter Mansion during business hours.

Fires are further categorized in this report by cause: Unintentional (cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural and other); Intentional (arson); and Undetermined. The required statistics to be reported on an annual basis 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.

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 on-going residence hall programs and twice-annual fire drills. Two drills per residence hall were held for the calendar year 2017. Occupants of GU owned, leased, managed, or operated 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 fire safety issues.

REPORTING FIRES AND FIRE SAFETY CONCERNS

Fires should be reported to 911 and CSPS at the time they occur. Reports of fires after the fact should be called in to CSPS. In addition, reports of fires after the fact and fire safety concerns may also be made to the Student Development Contacts listed on page 13.

FIRE ALARMS, EVACUATION, FIRE SAFETY DEVICES, AND FLAMMABLE MATERIALS

When a fire alarm sounds in a building the occupants of that building must immediately evacuate. If a building’s fire alarm sounds call CSPS at 509-313-2222 after you evacuate. Entering or re-entering a building in which a fire alarm is sounding is prohibited unless authorized by a CSPS or Spokane Fire Department official. Failure to evacuate a building during a fire alarm, entering or re-entering a building during a fire alarm is a violation of the Uniform Fire 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 2017, 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. 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. Fire pits and campfires are prohibited in and on the property of all Gonzaga-owned, leased,
managed, or operated residential facilities without pre-approval by the Residence Director. Unauthorized campfires on university property are categorized as arson, and are included in the annual Clery statistics.

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

## FIRE SAFETY SYSTEMS – ON CAMPUS RESIDENCE HALLS

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<th>Building</th>
<th>Smoke Detectors (Central)</th>
<th>Smoke Detectors (Battery)</th>
<th>Thermal Detectors</th>
<th>Pull Stations</th>
<th>Sprinkler System</th>
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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.
# FIRE SAFETY SYSTEMS – OFF CAMPUS STUDENT HOUSES AND APARTMENTS

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UC = Unintentional - Cooking  UO = Unintentional – Other  AR = Arson
# FIRE STATISTICS 2017 – UNIVERSITY OWNED, LEASED, MANAGED, OR OPERATED HOUSES

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<th>Injuries</th>
<th>Deaths</th>
<th>Property Damage Value</th>
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UC = Unintentional - Cooking
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UC = Unintentional - Cooking  UO = Unintentional – Other
*These numbers have changed from the previous reporting year due to a differences in geographical designation. The 2016-2017 report included fires occurring outside of residence halls. This report is limiting numbers to fires within the building, as per Clery designation.
## FIRE STATISTICS 2016 – UNIVERSITY OWNED, LEASED, MANAGED, OR OPERATED HOUSES

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<th>Injuries</th>
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## FIRE STATISTICS 2015 – RESIDENCE HALLS AND APARTMENTS

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Gonzaga University
Mission Statement

Gonzaga University is an exemplary learning community that educates students for lives of leadership and service for the common good. In keeping with its Catholic, Jesuit, and humanistic heritage and identity, Gonzaga models and expects excellence in academic and professional pursuits and intentionally develops the whole person -- intellectually, spiritually, physically, and emotionally.

Through engagement with knowledge, wisdom, and questions informed by classical and contemporary perspectives, Gonzaga cultivates in its students the capacities and dispositions for reflective and critical thought, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation.

The Gonzaga experience fosters a mature commitment to dignity of the human person, social justice, diversity, intercultural competence, global engagement, solidarity with the poor and vulnerable, and care for the planet. Grateful to God, the Gonzaga community carries out this mission with responsible stewardship of our physical, financial, and human resources.