GONZAGA UNIVERSITY MISSION STATEMENT

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

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

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

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

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

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

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

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

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

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

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

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

Many of our students will find the basis for these qualities in a dynamic Christian faith. Gonzaga tries to provide opportunities for these students to express their faith in a deepening life of prayer, participation in liturgical worship, and fidelity to the teachings of the Gospel. Other students will proceed from a non-Christian religious background or from secular philosophic and moral principles.

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

STUDENT LIFE MISSION STATEMENT

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

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

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

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

Introduction .......................................................................................................................... 1
Campus Public Safety & Security department ............................................................... 1
Contacting the Security Dispatcher .............................................................................. 2
Emergency Reporting ........................................................................................................ 2
Crime Reporting ................................................................................................................ 3
Keeping the Community Informed .................................................................................. 4
Security of University Grounds and Facilities ............................................................... 4
Blue Light Phones ............................................................................................................. 5
Living in the Logan Neighborhood .................................................................................. 6
Federal Campus Security Act ............................................................................................ 7
  Clery Act Statistics ........................................................................................................ 8
Federal Campus Fire Safety Act ........................................................................................ 9
  On-campus Student Residential Facilities – Fire Safety Systems ......................... 10
  Fire Act Statistics .......................................................................................................... 11
Missing or Absent Student Policy .................................................................................... 11
Sexual and Relationship Misconduct – Policy and Processes ...................................... 12
Bias Incidents – Reporting Options and Processes ....................................................... 17
Selected University Policies ............................................................................................ 18-23
  Alcohol Policy .............................................................................................................. 18
  Drug Policy ................................................................................................................... 20
  Off-Campus Conduct .................................................................................................. 22
  Parking .......................................................................................................................... 22
  Weapons, Fireworks & Explosives ............................................................................. 23
Crime Prevention on Campus ........................................................................................... 24
Crisis and Disaster Response ........................................................................................... 27
Emergency Procedures .................................................................................................... 29-30
The contents of this Guide were written or compiled by the offices of Campus Public Safety & Security and the Student Life office. All University policies, practices and procedures are consistent with Gonzaga’s Catholic, Jesuit identity and Mission Statement.

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

http://www.gonzaga.edu/studenthandbook

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

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

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

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

Security Dispatch
Ext. 2222 (313-2222)

Security Office
Ext. 6147 (313-6147)

Director of Security John VanSant
Ext. 3996 (313-3996)

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

Visit the Campus Security webpage at:
www.gonzaga.edu/security
Learn more about Campus Safety and Security at
CAMPO, the Campus Security blog at:
http://blogs.gonzaga.edu/campo/

GONZAGA UNIVERSITY STUDENT LIFE DIVISION

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

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

Vice President for Student Life
Sue Weitz, PhD

Dean of Students
Kassi Kain

Assistant Dean of Students
Sima Thorpe

Assistant Dean of Students
Jeffery D. Hart
Introduction

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

The Campus Public Safety & Security Department

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

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

Campus Security officers are trained to professional standards in public safety methods. On-going training, appropriate for the campus environment, is provided throughout the year. Officers carry handcuffs, pepper spray and/or baton and patrol the campus on foot, by car, and bicycle. Officers have the same arrest powers as private citizens.

The Spokane Police department is the law enforcement agency with primary jurisdiction for the campus area. Criminal activity and requests for police service that are beyond the authority and resources of Security officers are directed to that agency. The Campus Public Safety & Security department has a well-established relationship with the Spokane Police department and liaison opportunities between the departments occur on many occasions and at various levels, although there is no formalized agreement. The Security department also occasionally works with the Spokane County Sheriff’s Office. Both agencies have jurisdiction for the campus area. The Washington State Patrol, an agency with statewide authority, also has jurisdiction for the campus area but the Security department has no formalized working relationship with that agency. The Washington Liquor Control Board also has statewide authority and jurisdiction for the campus area. There is an informal working relationship between Security administrators and WALCB agents.

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

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

Contacting the Security Dispatcher

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

Emergency Reporting

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

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

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

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

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

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

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

For making reports within the University, the Security dispatcher may be reached by calling ext. 2222 (313-2222 from non-campus phones). A system of exterior “blue light” phones are also programmed to dial directly to the Security dispatcher. The Director of Security may be reached at ext. 3996 (313-3996 from non-campus phones). An incident report is written for crimes reported to the Campus Public Safety & Security department.

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

<table>
<thead>
<tr>
<th>Title/Office Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director of Housing/O’Leary Hall</td>
<td>Ext. 4103 (313-4103)</td>
</tr>
<tr>
<td>Professional Residence Director/Catherine Monica Hall</td>
<td>Ext. 3387 (313-3387)</td>
</tr>
<tr>
<td>Professional Residence Director/Desmet Hall</td>
<td>Ext. 4524 (313-4524)</td>
</tr>
<tr>
<td>Professional Residence Director/Corkery Apartments</td>
<td>Ext. 5301 (313-5301)</td>
</tr>
<tr>
<td>Professional Residence Director/Kennedy Apartments</td>
<td>Ext. 4104 (313-4104)</td>
</tr>
<tr>
<td>Professional Residence Director/Kennedy Apartments</td>
<td>Ext. 4155 (313-4155)</td>
</tr>
<tr>
<td>Professional Residence Director/Marian Hall</td>
<td>Ext. 4160 (313-4160)</td>
</tr>
<tr>
<td>Professional Residence Director/Dooley Hall</td>
<td>Ext. 4648 (313-4648)</td>
</tr>
<tr>
<td>Professional Residence Director/Coughlin Hall</td>
<td>Ext. 5887 (313-5887)</td>
</tr>
<tr>
<td>Professional Residence Director/Rentals and apartments/O’Leary</td>
<td>Ext. 4106 (313-4106)</td>
</tr>
<tr>
<td>Director of Student Activities/Crosby Student Center 2nd floor</td>
<td>Ext. 6123 (313-6123)</td>
</tr>
<tr>
<td>Student Life Professional Staff/College Hall 120</td>
<td>Ext. 4100 (313-4100)</td>
</tr>
</tbody>
</table>

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

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

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

Keeping The Community Informed

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

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

The Spokane County Sheriff’s Office maintains a website containing names, photos, history, and identifying information on registered sex offenders living in Spokane. Visit the website at: http://www.sheriffalerts.com/

Security of University Grounds and Facilities

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

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

Campus buildings are either checked or secured by Campus Security after business hours each day. Access to facilities after business hours is provided by Campus Security and requires authorization from the party responsible for the building or office and the presentation of photo identification. Residential facilities are locked 24 hours a day. Access by non-residents is limited to guests of a resident or other University-approved visitors.
The University locksmith maintains access control equipment for all University facilities. Duplication of any University key by anyone other than the University locksmith is prohibited. The office of Housing and Residence Life issues keys to student residential facilities. The Plant Services department issues keys to all other community members based on appropriate authorization. The Plant Services department coordinates all work/repair orders involving University buildings and grounds. Any community member can place a work order or advise of a maintenance concern by calling the Customer Service desk at ext. 5656 (313-5656 from non-campus phones). Requests involving safety issues or security concerns are given top priority.

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

Blue Light Phones

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

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

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

The immediate area around the University, the Logan Neighborhood, is home to a large number of students occupying privately owned rental houses and apartments, as well as housing owned and operated by Gonzaga. The University maintains a cordial and productive relationship with the Logan Neighborhood Association. Students who reside in the area surrounding the campus have a special obligation to act as responsible neighbors. The continuing positive relationship with the Logan Neighborhood Association is important to the University. It depends greatly on the interaction between members of the University community and local residents. Students living in the neighborhood are expected to show respect in terms of parking, noise, and social gatherings.

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

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

FEDERAL CAMPUS SECURITY ACT

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

The Act requires annual reporting of the number of specified criminal offenses that occur on campus (or other specified areas) reported to the Security department and/or local police, as well as information about campus security policies and procedures. 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. Data for the yearly disclosure of crime statistics is gathered from Security reports, information provided by the Student Life office and inquiries made of the Spokane Police department. Additionally, regular inquiries are made of other University departments and officials who have significant responsibility for student and campus activities. A Student Life professional with expertise in the Clery Act prepares the report. Computerized databases are used to sort and arrange data.

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

The crimes covered by the Act are murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Statistics for the reported incidence of these crimes must be included in the yearly report. Arrest statistics and campus disciplinary referrals for liquor law violations, drug law violations and weapon law violations must also be reported. In addition, statistics must be provided for a number of criminal offenses that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability.

The Clery Act also requires the institution to maintain a daily crime disclosure log. This log lists criminal incidents which occur on campus and other specified areas on a daily basis and discloses particular information about the location and nature of the incident. The Campus Public Safety & Security department maintains the log. The log is available for viewing in the Security office during regular weekday hours upon request.

The Act was most recently amended in 2008. Final regulations for the amendments were published in October 2009 and require the institution to begin publishing policy statements and disclosures in fall 2010. For more information please contact the Student Life office at x4100.
<table>
<thead>
<tr>
<th>CAMPUS SECURITY ACT STATISTICS</th>
<th>2009</th>
<th>2008</th>
<th>2007</th>
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</thead>
<tbody>
<tr>
<td>CATEGORY</td>
<td>CAM</td>
<td>GUR</td>
<td>APP</td>
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<td>0</td>
</tr>
<tr>
<td>NEGLIGENT MANSLAUGHTER</td>
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<td>FORCIBLE SEX</td>
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<td>NON-FORCIBLE SEX OFFENSES</td>
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<td>BURGLARY (and attempted Burglary)</td>
<td>19</td>
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<td>0</td>
</tr>
<tr>
<td>MOTOR VEHICLE THEFT (and attempt. MVT)</td>
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<td>0</td>
<td>4</td>
</tr>
<tr>
<td>ARSON</td>
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<td></td>
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</tr>
</tbody>
</table>

**HATE CRIMES (7)**
There were no hate crimes meeting Clery criteria reported in 2009, 2008 and 2007.

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

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

<table>
<thead>
<tr>
<th>CAMPUS SECURITY ACT ARRESTS AND DISCIPLINARY REFERRALS</th>
<th>2009</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARRESTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIQUOR LAW VIOL.</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>DRUG LAW VIOL.</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>WEAPONS LAW VIOL.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DISCIPLINARY REFERRALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIQUOR LAW VIOL.</td>
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<td>736</td>
<td>3</td>
</tr>
<tr>
<td>DRUG LAW VIOL.</td>
<td>47</td>
<td>47</td>
<td>0</td>
</tr>
<tr>
<td>WEAPONS LAW VIOL.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

See Clery Act crime statistics table for explanation of geographic locations CAM, GUR, APP, RNC. Please note GUR is a subset of CAM.
The Campus Fire Safety Right-To-Know act requires colleges and universities with student housing to disclose certain statistics, policies and information. Included in the requirements is a daily “fire log”. The Campus Public Safety & Security department maintains the log at Gonzaga University and it is available for viewing upon request during regular business hours. The log contains the following information about each reported fire in an on-campus student residential facility: nature of the fire, date and time the fire occurred and the general location of the fire.

Fires should be reported to 911 and Campus Security at the time they occur. Reports of fires which are not occurring at that time should be called in to Campus Security.

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

When a fire alarm sounds in a building the occupants of that building must immediately evacuate. Evacuation maps are posted in all campus buildings and should be followed whenever possible. If a building’s fire alarm sounds call Campus Public Safety & Security at ext. 2222 after you evacuate. Entering or re-entering a building in which a fire alarm is sounding is prohibited unless authorized by an official of the Campus Public Safety & Security department or Spokane Fire department. Failure to evacuate a building during a fire alarm, entering or re-entering a building during a fire alarm is a violation of the student conduct code. Tampering with, or the unauthorized use of fire safety equipment such as extinguishers, smoke and heat detectors, alarm pull stations, signage or emergency exits is prohibited. This includes activation of a false fire alarm and tampering with any equipment or fixtures used for the purpose of fire, health, or building safety.

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

Examples of flammable items or materials which are specifically prohibited from any University property include, but are not limited to: gasoline containers (full or empty), gas-operated camping equipment (e.g., Coleman stoves), engines or engine parts, propane tanks, and liquid oxygen containers. Other examples of commonly utilized flammable materials that are considered dangerous and therefore prohibited include chemical compounds and components, open-coil burners, open-coil space heaters, and candles. In addition, natural Christmas trees are prohibited without the pre-approval of the Residence Director of the building.

Smoking of any kind is prohibited inside residence hall facilities, including stairwells, balconies, and any grounds area closer than 25 feet from the structure. Evidence of smoking, including presence of residual odor, will be responded to as a violation of this policy.
The Campus Fire Safety Right-To-Know Act requires a description of the fire safety system for each on-campus student housing facility.

<table>
<thead>
<tr>
<th>Building</th>
<th>Smoke Detectors (Central)</th>
<th>Central Reporting</th>
<th>Smoke Detectors (Battery)</th>
<th>Thermal Detectors</th>
<th>Manual Pull-Stations</th>
<th>Sprinkler System</th>
<th>Elevator Capture</th>
</tr>
</thead>
<tbody>
<tr>
<td>207-211 E Sinto</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>301 E Boone Apt.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>418 E Sharp Apt.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>711 Desmet</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Alliance</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Burch Apts.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Campion</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Catherine/Monica</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Chardin</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Corkery Apts.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Coughlin Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Crimont</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Cushing</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>DeSmet</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Dillon</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Dooley</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Dussault Apts.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Goller</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
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<tr>
<td>Kennedy</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Lamplighter Apts.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>No</td>
</tr>
<tr>
<td>Lincoln</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Madonna</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Marian Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Ritter Apts.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Roncalli</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Twohy</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
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<tr>
<td>Welch</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

Rental Houses/Theme Houses:

All Gonzaga owned houses rented to students have wireless Residential Security/Fire Alarm Systems installed in them. These are local alarms only and do not report to the Switchboard. Houses rented but not owned by Gonzaga are equipped with battery-operated smoke detectors.

Fire Statistics

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

<table>
<thead>
<tr>
<th>FIRE TYPE</th>
<th>NUMBER</th>
<th>BUILDING NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unintentional – cooking</td>
<td>1</td>
<td>Rental house</td>
<td>1001 E. Boone</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>1</td>
<td>Rental house</td>
<td>1007 E. Boone</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>2</td>
<td>Marian hall</td>
<td>1015 E. Boone</td>
</tr>
<tr>
<td>Unintentional – electrical</td>
<td>1</td>
<td>Madonna hall</td>
<td>1020 N. Cincinnati</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>1</td>
<td>Crimont hall</td>
<td>1321 N. Standard</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>1</td>
<td>Sinto apartments #1</td>
<td>207 E. Sinto</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>2</td>
<td>Sinto apartments #2</td>
<td>209 E. Sinto</td>
</tr>
<tr>
<td>Unintentional – mechanical</td>
<td>1</td>
<td>Sinto apartments #2</td>
<td>209 E. Sinto</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>1</td>
<td>Sinto apartments #3</td>
<td>211 E. Sinto</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>2</td>
<td>Dooley House</td>
<td>318 E. Sharp</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>2</td>
<td>Roncalli hall</td>
<td>711 E. Boone</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>3</td>
<td>Lamplighter apartments</td>
<td>720 E. Sinto</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>3</td>
<td>Rental house</td>
<td>729 E. Desmet</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>1</td>
<td>Twohy hall</td>
<td>801 E. Boone</td>
</tr>
<tr>
<td>Unintentional – cooking</td>
<td>2</td>
<td>Ritter apartments</td>
<td>814 E. Sharp</td>
</tr>
</tbody>
</table>

There were no other fires reported in on-campus student residential facilities meeting the regulatory definition.

There were no reported deaths related to any fire, nor were there any reported injuries requiring medical treatment related to any fire. There was no loss of value related to any fire.

Each on-campus residential facility (not including apartments or houses) conducted one fire drill per semester during calendar year 2009, or two per building total.

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

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

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

Any student living in a University-owned or operated residential facility may list a confidential contact person or persons to whom the University will notify within 24 hours of a determination by the Campus Public Safety & Security department the student is missing. The confidential contact information will be maintained jointly by the Campus Public Safety & Security department and the office of Housing and Residence Life. To designate a confidential contact person as part of this missing student policy, please contact the office of Housing and Residence Life at 509-313-4103 or x4103.

The information will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel as part of an investigation. Regardless of whether a residential student lists a confidential contact person, the Campus Public Safety & Security department will inform the Spokane Police department within 24 hours of the determination that a student is missing.

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

When the Campus Public Safety & Security department notifies the Spokane Police department of the missing student report, Spokane Police will become the lead agency on any investigation. Campus Public Safety & Security will assist the Spokane Police with continued inquiry within the campus community.

SEXUAL AND RELATIONSHIP MISCONDUCT POLICY

Sexual misconduct and relationship misconduct are prohibited and will not be tolerated at Gonzaga University. The following information will assist you in reporting an incident.

What To Do/How To Report An Incident Of Sexual Misconduct

The University encourages you to report any incident of sexual and relationship misconduct. Trained professionals are available to assist you and anyone who has been impacted by these incidents. Multiple resources are available; you are encouraged to use both on and off campus resources (see RESOURCES below).

If your feel you have experienced any type of sexual and relationship misconduct, 24 hr. assistance is available at 3284220 or extension 0 when calling from campus phones. Ask for a Sexual Assault Response Team (SART) First Responder or a Campus Public Safety and Security Officer.

If you have any information about any type of sexual and relationship misconduct of another person, you are encouraged to report that information immediately to a SART First Responder, a Campus Public Safety and Security Officer, or by using the 3rd Party/Anonymous Report Form.

IF YOU ARE IN IMMEDIATE DANGER, GET TO A SAFE PLACE AND CALL THE SPOKANE POLICE DEPARTMENT – 911. It is important to preserve any evidence. Do not shower, douche, wash clothes, brush teeth, eat or drink after an assault. The police may use this evidence for a potential criminal investigation.
Reporting Options

I. File an anonymous incident report online
   You can file an anonymous report via the Gonzaga University website at www.gonzaga.edu/sexualmisconductform. Third Party/Anonymous Report forms are also available in the Student Life office or the Residence Life office.

II. Meet with a University official to file an “information only” incident report
   If you contact a SART First Responder, Campus Public Safety and Security Officer or other Student Life official, the name of the accused can be left off the report if you choose. This way, you can receive personal assistance, support and resources without requesting a campus inquiry or judicial action.

III. Meet with a University official to file an incident report
   You can file an incident report to provide information for a preliminary inquiry by contacting any one of the following:
   • SART First Responder through the University switchboard, 328-4220 or extension 0
   • Campus Public Safety and Security Officer at 313-2222, or extension 2222
   • Student Life office, College Hall 120, 313-4100, or extension 4100

IV. File a criminal report with the Spokane Police Department
   You can report directly to SPD by calling 911. A report made only to Gonzaga University is not the same as a report made to local police. The University process and the criminal justice process are two separate courses of action. If you wish to file a report with the Spokane Police Department, Gonzaga Student Life Professional Staff will assist upon your request.

Campus and Community Resources

Gonzaga’s Sexual Assault Response Team (SART) First Responders: First Responders are available to assist the reporting party with immediate and short-term needs. SART Responders are trained to respond to incidents of sexual and relationship misconduct and are available to meet with friends or family members of the reporting party.

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

Medical Care: In the event of a sexual assault or rape, these tests and procedures are highly recommended as soon as possible.
   • Rape kit
   • STD and HIV testing (at 3 month intervals, for up to one year after incident)
   • Pregnancy concerns may be discussed with the hospital E.R., with your primary care physician, or the staff at the University Health Center.

Emotional Needs: Individuals who have experienced sexual or relationship misconduct are encouraged to obtain help from a professional counselor and/or support group. GU’S Counseling Center Staff is available to meet with students by appointment.

Academic and Living Arrangements: A reporting party may request a change in academic or living situation after a report of rape or sexual assault. Upon request the University will inform the reporting
party of the options and will accommodate the request if those changes are reasonably available.

Gonzaga University Support Services:
- SART First Responders: 328-4220 or extension 0*
- Campus Public Safety & Security: 313-2222 or extension 2222*
- Health Center: 313-4052 or extension 4052
- Counseling Center: 313-4054 or extension 4054
- Equal Opportunity Office: 313-6910 or extension 6910

Spokane Community Services:
- Spokane Police Dept.: 911* or 456-2233*
- SAFeT (advocacy & support): 624-RAPE*
- First Call for Help: 838-4428*
- Sacred Heart Medical Center: 474-3344*
- Holy Family Hospital: 482-2460*
- Deaconess Medical Center: 458-7100*

*24/7/365 availability

Policy Statement

Sexual and relationship misconduct are prohibited and will not be tolerated at Gonzaga University. The University will take action to foster the safety and security of the entire community. We do this by providing prevention education, support services for those who have been affected, University judicial processes, and by holding accountable those who violate this policy. Students found responsible for any acts under this policy are subject to disciplinary sanctions up to and including suspension or dismissal from the University.

This section of the Handbook includes conduct and disciplinary information on rape, sexual assault, dating violence, domestic violence, stalking and sexual exploitation. Other misconduct of a sexual nature not meeting these definitions are covered by the University’s general conduct and disciplinary provisions.

Behavioral Expectations

The University subscribes to behavioral expectations consistent with the Ethos Statement and its Principles of Student Conduct, particularly Respect for Oneself and Respect for Others. This means that sexual activity should be mutual and consensual. Each individual is expected to obtain and give consent before sexual activity. Consent, preferably in the form of verbal affirmation, must be informed, and freely and actively given. If at any time either party demonstrates that she/ he is hesitant, confused or unsure, or that it is reasonably apparent, both parties should stop and obtain mutual verbal consent before continuing sexual activity.

It is our goal that students report all incidents of sexual and relationship misconduct so that those affected can receive the support and resources they need. Therefore, violations of the University’s alcohol policy by the reporting party may be exempt from disciplinary action in these circumstances. However, the University may initiate an educational discussion about the use of alcohol and its impact.

Definitions

These definitions are descriptive of conduct which may constitute a violation and determine a finding of responsibility of the Sexual and Relationship Misconduct policy.

“Accused”: the person who allegedly (“is said to have”) committed acts of sexual and/or relationship misconduct.

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

“Consent” occurs when the parties exchange affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity. As a general rule, a person will be considered unable to give valid consent if they cannot appreciate the who, what, when, where, why and how of a sexual interaction. The following further clarifies the definition of consent:

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

“Dating violence and domestic violence”: Dating violence refers to a situation in which one dating partner is physically, emotionally or sexually abused by the other dating partner. Domestic violence is similar to dating violence but involves individuals who live together. This also includes non-intimate relationships such as roommates. Dating violence and domestic violence can occur between individuals of the opposite sex or of the same sex.

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

“Rape”: Vaginal or anal penetration, however slight, by a penis, object, tongue or finger as well as genital-oral penetration, initiated by a man or woman upon a man or a woman without consent.

“Reporting Party”: The person who reports to the University alleging that he/she has experienced sexual or relationship misconduct.

“Sexual Assault”: Non-consensual touching of the sexually intimate parts of a person without that person’s consent or permission that does not meet the definition of another offense under Washington law.

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

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

“Stalking”: A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.
University Judicial Procedures for Sexual Misconduct Cases – Hearing Process

A University inquiry occurs when a reporting party makes a report of sexual or relationship misconduct by a student. An inquiry is conducted by a University official, who gathers additional information from the reporting party, accused, and witnesses if appropriate. The University uses this additional information to better understand what happened and determine if additional actions are necessary.

Depending upon the results of the inquiry the University may initiate a hearing. In most cases the University will not conduct a further inquiry or hearing without the reporting party’s request. However, under compelling circumstances such as evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the accused, or to meet statutory or regulatory requirements the University may initiate an inquiry, hearing and/or disciplinary action.

The purpose of the hearing is to determine whether the accused is more likely than not responsible for violating the University’s Sexual and Relationship Misconduct policy and/or ethos statement.

Before the hearing both the reporting party and the accused will each meet with a separate University “intake” person who will explain what happens during a hearing. During the hearing process the incident is reviewed by either a hearing board or hearing officer. The board or officer listens to and speaks with the reporting party, the accused, and witnesses, and considers other relevant information, including results from the inquiry. The reporting party and the accused are entitled to the same opportunity to question each other and witnesses as determined by the hearing officer, and to have a support person (other than the intake person) present during the hearing.

The board or officer makes a determination of responsibility for the allegation. The board or officer reserves the right to determine responsibility for a lesser violation. Sanctions, if appropriate, are recommended to the Chief Judicial Officer.

Criminal courts determine guilt or innocence of an accused. Civil courts resolve non-criminal disputes between parties, usually for a money judgment. Gonzaga’s hearing process determines responsibility, that is, whether the accused more likely than not violated the University’s Sexual and Relationship Misconduct policy. The University has established considerations for a finding of responsibility under the Sexual and Relationship Misconduct policy, as described here:
1) use of, or threat of, coercion or force by the accused; and/or 2) the reporting party was incapacitated and it was reasonably apparent to the accused; and/or 3) the reporting party was not able or did not give consent.

Whether consent was given or obtained is a key factor in determining responsibility for a violation of Sexual and Relationship Misconduct policy. A variety of other factors and information is gathered and each case is evaluated on its own unique circumstances. The hearing board or officer bases the finding on all of the relevant information presented at the hearing.

Under Washington law, sexual and relationship misconduct may be punishable crimes, and may also result in civil action. However, the University undertakes inquiries and hearings and renders sanctions in a non-criminal context. Although the definitions and procedures may be similar to criminal law or the criminal court system, they are specific to Gonzaga University and limited to the meaning and use given them by the University. An act not criminally prosecuted may still violate University policy.

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

Outcomes and Sanctions

Sanctions for sexual or other relationship misconduct

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

Facilitated Discussion (Optional)

In addition to, or in place of a hearing, a reporting party may choose a facilitated discussion as a non-judicial option. A facilitated discussion is a voluntary process in which the reporting party and the accused communicate with the help of a neutral third party trained in the dynamics of sexual and relationship misconduct. A facilitated discussion does not establish a determination of responsibility by the University, but may still accomplish appropriate outcomes. For a facilitated discussion to be successful both parties need to be willing to participate.

Notification

The University will inform both the reporting party and the accused of the outcome of any institutional proceeding for allegations of sexual misconduct, including appeals. The outcome is the University’s final determination about the alleged offense and any sanction imposed against the accused for a determination of sexual misconduct.

Retaliation

Although Gonzaga acknowledges that extreme emotions and stress may be involved in these incidents, the University does not condone any person on either side of the incident engaging in any type of retaliation. This includes slander, libel or harassment. Violations of this type will be handled in accordance with the Ethos Statement and Behavioral Expectations.

BIAS INCIDENTS

Definition

The Ethos Statement sets out an expectation that all community members will show respect for others regardless of a person’s race, creed, disability, gender, sexual orientation, ethnicity or nationality. Further, all community members are expected to avoid all forms of harassing or offensive behavior. Bias-motivated incidents are defined as behavior which constitutes an expression of hostility against the person or property of another because of the traits listed above. This may include such behavior as non-threatening name calling, using racial slurs/language or disseminating racist leaflets. Additionally, it includes actions such as but not limited to threatening phone calls, hate mail, physical assaults, and vandalism.

Process

The Student Life office is responsible for leading the institutional response for student-to-student bias incidents, as well as unknown party-to-student incidents. It is important that a record of the act is established immediately by reporting the incident to one of the following offices who will coordinate with the Student Life office: Office of Intercultural Relations, Campus Public Safety & Security, Housing and Residence Life, DREAM (Disability Resources, Education and Access Management), Academic
Services, LGBT Resource Center, Unity Multicultural Education Center or the Office of Equal Opportunity. These entities can assist in getting the incident documented. Incident reports are maintained in the Student Life office. At the time the incident is reported to the Student Life office, an official of that office will be contacted to coordinate a response of care, concern and follow-up. A “Bias Incident Case Manager” will be assigned to each report to guide the process. If the incident involves a crime, and there is an immediate threat to safety, or evidence to be preserved or collected, 911 should be called right away. Security should be called after 911 has been notified. For non-urgent or non-emergency situations, Security may respond on behalf of the University, and as appropriate will conduct an inquiry to be coordinated with the Bias Incident Case Manager. Security will assist with filing a police report if requested. It is important to remember that in reporting the incident, a photograph of the physical damage or a copy of the printed material should be submitted as part of the record.

SELECTED UNIVERSITY POLICIES

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

ALCOHOL POLICY

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

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

Alcohol provided to students by their parents is prohibited on campus and in University residential facilities except as it relates to specific upper-division housing. Students in the presence of others improperly using alcohol may be in violation of the University’s Bystander Conduct policy. The University reserves the right to confiscate, retain and dispose of/destroy any and all alcohol and related paraphernalia regardless of value or ownership.

Excessive drinking/intoxication at any location is not acceptable and will not be taken as an excuse for inappropriate conduct.

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

On Campus Gonzaga-owned property and buildings

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

B. Intoxication which is dangerous or disruptive, regardless of where the alcohol was consumed or the age of the individual, is prohibited.

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

D. Organizations or individuals sponsoring any event at which alcoholic beverages are served or present:
   1. Are responsible for ensuring laws and University regulations governing the provision and consumption of alcoholic beverages are upheld.
   2. Must arrange to serve non-alcoholic beverages and food appropriate to the occasion.
   3. Must arrange for a responsible bartender to coordinate serving.
   4. Must fulfill all requirements listed by the Vice President for Student Life Office.

Alcoholic beverages in University owned residential facilities.

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

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

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

C. Residential Facilities reserved for upper division (third year and above) students
   1. Residents of individual rooms and apartments on campus and University owned off-campus apartments and houses are responsible for ensuring that University policy is upheld at all times with regard to alcoholic beverages.
   2. The possession and/or consumption of alcohol shall not infringe upon the privacy, peace, and rights of others.
   3. Should alcohol-related problems arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.
   4. In individual rooms, suites, or apartments in any residential facility maintained by Gonzaga University, mass quantities of alcoholic beverages are prohibited, regardless of the resident’s age. This includes, but is not limited to such things as kegs, multiple cases of beer, and stocked bars.
   5. Beverages must be consumed within the confines of the apartment unit and are prohibited on balconies, stairways, parking lots, grounds, patios, porches and other common areas.
   6. Residents are encouraged to refrain from having under-aged guests over while consuming alcoholic beverages to avoid the appearance that they may be distributing such beverages to under-aged people.
   7. Any apartment unit or house which has an under-aged resident is considered “dry” until all assigned residents are at least 21 years old. This means it is prohibited to consume, possess, distribute, display or otherwise use alcoholic beverages and includes possession of empty containers.
   8. Partying that becomes detrimental to the community is inappropriate.
9. Equipment or supplies used in drinking games or to promote excessive drinking (i.e., beer pong tables) are prohibited.

Violations of the Alcohol Policy

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

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

Egregious violations of the alcohol policy may receive enhanced disciplinary follow-up. These violations include, but are not limited to possessing or consuming mass quantities of alcohol, and abusive consumption of alcohol, which includes but is not limited to:
- Requiring medical response, transport, or hospitalization
- Blackouts
- Disruption to the community, such as requiring others to watch over you, including friends
- Impacting University operations, such as Security and Residence staff duties

DRUG POLICY

The illegal use of drugs at Gonzaga University is not tolerated. Actions that violate local, state, or federal laws in relation to drugs go against University policy. This includes the abuse and improper use of prescription drugs. Violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from the University and/or referral to law enforcement officials. Student involvement in such matters is of university concern whether it occurs on or off campus and irrespective of any action or inaction by civil authorities. Whenever such student involvement comes to the attention of the university, the circumstances may render the student subject to disciplinary action.

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

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

Violations of the Drug Policy

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

**DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS**

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

Simply stated, the illegal use of drugs at Gonzaga University is not tolerated. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or drug on University premises. The use by a Gonzaga student or employee of a controlled substance that is not medically authorized is strictly prohibited. Students or employees who violate the provisions of the drug-free campus policy may be subject to discipline, suspension, expulsion, or termination of employment. Violating this policy (and concurrent law) may also subject the student or employee to criminal prosecution. Legal penalties for drug violations vary depending on the amount and classification of the controlled substance. These penalties range from a mandatory court appearance to a substantial fine and/or lengthy prison sentence. Gonzaga University’s alcohol policy has its basis in Washington State law. The University’s alcohol policy is detailed elsewhere in this publication. Violations of University policy and/or applicable liquor laws may subject students or employees to discipline, suspension, expulsion, or termination of employment. Violations may also be subject to criminal prosecution. Legal penalties for liquor law violations range from a mandatory court appearance to fines and jail time.

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

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

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

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

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

KEYS, KEYCARDS AND CODES

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

OFF-CAMPUS CONDUCT

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

PARKING

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

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

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

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

Further information about parking rules and regulations, permit sales and registration, violation fees and payments and appeals is available at the Security office, or by calling the Parking Message Line at
SKATING AND BIKING ON CAMPUS

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

SMOKING

Smoking is not permitted in University facilities or vehicles. Smoking will be permitted outdoors only, 25 feet from any University building. In all areas of the campus smoking must not cause unreasonable discomfort or annoyance to others.

WEAPONS, FIREWORKS & EXPLOSIVES

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

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

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

Crime Prevention Program Mission Statement

The Mission of the Crime Prevention Program is to develop and implement a comprehensive crime prevention curriculum that accurately identifies and effectively deals with the issues of crime at Gonzaga University. The program fosters community responsibility directed at reducing the threat of crime and enhance safety, thereby creating an environment where crime is discouraged.

Campus Safety and Security Resources

Security officers support the educational and developmental mission of the office of the Vice President for Student Life through daily contact with community members. Officers use the opportunity presented by calls for service, as well as routine meetings, to pass along suggestions and information on campus safety. The Crime Prevention Specialist also maintains a blog which contains crime prevention and awareness tips and other information about creating a safe community. Visit CAMPO at http://blogs.gonzaga.edu/campo/.

Presentations by the Security department and other University offices promote safety, security, awareness and crime prevention. A goal of these presentations is to encourage community members to be responsible for their own security and the security of others. Presentations during new student and new employee orientation occur at specified times during the year. Presentations and programs by the Gonzaga Student Body Association and Housing and Residence Life staff occur throughout the academic year. You can contact the Crime Prevention Specialist for information on the various presentations and programs occurring on campus.

The Campus Security department is involved in presenting information on a number of safety and security topics. The Crime Prevention Specialist acts as a liaison and consultant to many groups, departments and organizations that present safety and security information. In addition, employees assigned to Crime Prevention duties make presentations to various groups about the procedures and practices of the Campus Security department. These presentations occur upon request or are scheduled by the Campus Security department and publicized.

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

Residence Hall Security

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

- Close exterior doors behind you as you enter your hall. DO NOT allow anyone to enter who is not accompanied by another resident (Yes, even the pizza guy can’t enter unescorted). Propping exterior doors (even when it’s hot) increases the risk of victimization to yourself and others
- Escort your visitors to the exterior door when they leave
• Soliciting and sales are not allowed in the residence halls. Report solicitors you encounter to Campus Security and residence hall staff.

• If a door or lock is broken, call Customer Service to report it. After hours and on weekends, call Security and notify your residence hall staff member.

• If you live on the ground floor or have a balcony keep your windows locked. Sliding glass doors in apartments should also be kept locked, even on upper floors.

• Be sure to lock your room door if you will be away, even for a minute. Room and apartment doors should be kept locked when you are sleeping.

• Keep your residence hall staff informed about safety and security concerns in and around your building.

**General Security And Safety Tips**

• Walk with another person after dark or call Security for an escort.

• Be aware of your surroundings and any signs that something is amiss or out of place.

• Stay in well lighted areas and walk away from alleys, dark corners and bushes whenever possible.

• Don’t carry credit cards, your social security card, or large sums of money.

• Purses are an attractive target for thieves...don’t carry one if it isn’t necessary.

• Lock your valuables securely, even in your room.

• Mark your property for quick identification. Engravers may be borrowed from the Crime Prevention office.

• Do not risk injury if someone attempts to forcibly take your wallet, purse, or personal belongings.

• Carry a cellphone and use it if you feel threatened. Be sure you know how to use the speed dial for 911 and program Campus Security into your speed dial.

• Don’t attach your I.D. to your keys or mark your key chain with your name and address.

• If University keys are lost or stolen, notify Campus Security immediately, as well as Residence Hall staff (employees should notify their supervisor).

• Get to know your neighbors and share information about suspicious activities.

**Bike Security And Safety**

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

There are some basic tips for keeping both bike and rider safe:

• Use a U-lock type device to secure your bike. Bikes locked with cables or small chains are frequently stolen.

• Ride defensively, with the flow of traffic and always use hand signals.

• When cycling, be AWARE, VISIBLE, and PREDICTABLE.

• Be considerate of pedestrians and vehicle drivers.

• Don’t impede free use of handicap ramps or other access points with bikes locked to handrails, etc.

• Keep your bike maintained—especially the brakes.

• When locking your bike, secure both the frame and front wheel to a bike rack.

• Report suspicious activity or loitering around bike racks to Campus Security. Thieves usually carry a hidden bolt cutter or other cutting tool.
Bicycles are not to be stored on any balcony, fire escape, or stairwell of any University property. Students who reside in Residence Halls should contact their Resident Assistant for information on bike storage.

Auto Security and Safety

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

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

Identity Theft

Identity theft 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.

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

Office Security

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

Follow these tips for a safe office:

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

**CRISIS AND DISASTER RESPONSE**

When campus officials receive information of a potential emergency or dangerous situation the Campus Public Safety & Security Director (or designee), along with the Student Life Leadership Team (VP, Dean, Assistant Deans of Students) and other involved parties will confer to assess the situation and determine an appropriate response. Initial and immediate response is handled by the staff of the Campus Public Safety & Security department, in conjunction with local law enforcement and emergency providers as appropriate. Mass notification to the community is a primary consideration when assessing an emergency or dangerous situation.

Gonzaga University also has a Quick Response Plan (QRP) which provides a systematic approach to handling emergency situations which may be significantly large, complex and/or urgent. The Primary Quick Response Team (QRT) consists of key individuals/positions, mostly at the Vice President or Director level, as well as the University President. These persons have responsibility for formulating the initial response to a crisis or emergency situation. A secondary group of individuals/positions are brought into the decision making and response process as needed. Depending on the specific nature of the incident others within the University community may also be brought in.

The goals of the QRP are to:
- Initiate the University response to a critical incident
- Coordinate internal communications in order to formulate a response
- Communicate the University’s response to the internal and external communities

Inherent in the goals of the QRP are:
- Insuring that key University personnel have clearly identifiable roles and areas of responsibility
- Assuring that decision making and delegation take place in a coordinated fashion
- Interacting effectively with civil authorities and local emergency providers
- Assuring that decision makers are cognizant and sensitive to the portion of the community most directly affected
- Creating a solid basis for moving from initial response to sustained planning and response, as well as business continuation planning

Gonzaga University uses an electronic mass notification system called ZagAlert. When a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, staff and faculty occurs on campus the ZagAlert system may be activated. If, in the professional judgment of University officials or instructions from law enforcement, a mass message may compromise efforts to assist victims or contain, respond to, or otherwise mitigate an emergency, the message may not be sent. If mass notification is deemed appropriate the Security Director, Student Life professional or other administrator will, without unreasonable delay, access the ZagAlert computer program and develop and send the message. A ZagAlert notification message is sent to all community members who have signed up for the service. In addition, other means of notification may be utilized for specific portions of campus depending on the situation. Follow-up messages may be sent via ZagAlert or other means as situation progresses or is resolved.
The ZagAlert system sends notification by way of a variety of electronic means such as text messages, phone calls and messages, and email messages. Campus community member can sign up for ZagAlert and select notification options at: www.gonzaga.edu/Zagalert

Other more traditional notification options for advising the campus community of an emergency or dangerous situation include in-classroom phones, an external loudspeaker system and door-to-door notification. If a decision is made to cancel classes or curtail regular operations, the Director of Public Relations will also make an announcement first via the web page and e-mail, second via the University telephone system, and third via local television and radio stations if necessary.

The ZagAlert system is tested two times per academic year. These tests are announced in advance. Table-top exercises and planning for emergency response and evacuation procedures are also conducted. Testing of the notification systems and outcomes of the table-top exercises and other emergency response activities are reviewed by the University’s Risk Management Committee.
ACTIVE SHOOTER GUIDANCE

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

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

-OR-

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

CALL OUT. When you are in a safe location, immediately call out to authorities via 911, don’t assume someone else already has called. Tell the dispatcher:
- Where you are.
- Who the shooter is; name if known and description.
- The current location of the shooter.
- Number and types of weapons involved.
- Injuries you are aware of.

KEEP OUT. If you must HIDE OUT, do what you can to stay unnoticed and keep the shooter out.
- Lock the room door if possible.
- Turn off the room lights.
- Block the door with heavy objects.
- Keep quiet, put cell phones and pagers on silent/vibrate.

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

-AS A LAST RESORT-

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

-WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE-
- Remain calm, and follow officers’ instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
# Emergency Procedures

## Gonzaga University

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

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

### Medical Emergency
- **Assess** the scene for safety. Assess the victim.
- **Alert** EMS call 9-1-1 and Security 313-2222 or 2222.
- **Attend** to the victim’s airway, breathing and circulation.

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

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

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

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

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

8/6/07