



WELCOME TO CAMPUS SAFETY

Campus Safety Office

Dana Kirkpatrick
Director of Campus Safety
3500 Mountain Blvd
Founders Hall
Office hours are Monday -
Friday
8:00a.m. To 4:00p.m. or by
Appointment.
Phone: (510) 436-1601

2011 Annual Security Report and Annual Fire Safety Report

Mission Statement

The mission of the Holy Names University Department of Campus Safety is to serve the community with *respect, fairness, and compassion*. We are committed to the *protection of life* and property and the *preservation of peace, order and diversity* of individuals by upholding campus policies and local, state, and federal law. We are committed to *providing a safe, wholesome and just environment* for our campus

community.

“Few things are harder to put up with than a good example.” Mark Twain

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**ANNUAL SECURITY REPORT & ANNUAL FIRE SAFETY
REPORT Reflects Changes Published in October 29, 2009 Federal
Register, Effective July1, 2010.**

Introduction

In compliance with the 1998 Jeanne Clery Disclosure Act and California Education Code section 67380, I am pleased to present this year's Annual Security and Fire Safety Report. This report includes statistics for the most recent three year period concerning reported crimes and/or fires that occurred on campus and is available upon request. The purpose of this report is to equip you with the information you need to stay safe while at Holy Names University. A safe community begins with each individual so we encourage you to take responsibility for yourself and those around you by becoming familiar with policies and procedures, being alert and aware of your environment - sharing any concerns you may have with appropriate staff and using common sense and care with keys, access cards, and personal belongings.

We included a significant amount of information because it is our belief that it will assist members of our community in protecting themselves - the more we all know about what is happening, the safer our environment will be. We invite you to read this information and consider the advice it provides. We understand that a successful campus crime prevention program is one that encourages the cooperation and collaboration of the entire community. Not only do we appreciate your assistance in reporting suspicious activities, we welcome any comments you may have that might improve current programs or generate new ideas.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the appropriate police agency and the Department of Campus Safety. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. If you have any questions or would like further information about safety and life at HNU, please stop by my office in Founders, or call (510) 436-1601 or visit us online at <http://www.hnu.edu/CampusSafety>.

Dana L. Kirkpatrick
Director of Campus Safety

What is the "Jeanne Clery" Disclosure Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about a campus crime and security policies. All public and private post secondary educational institutions participating in federal student aid programs are required to comply with it. The law, originally enacted by Congress in 1990 as the Campus Security Act, was initiated by Howard and Connie Clery after their daughter Jeanne was tragically murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The Clery Act requires colleges and universities to publish an annual report every year by October 1st that contains 3 years of crime statistics and certain policy statements including sexual assault policies which assure basic victim's rights, the law enforcement authority of campus police, and where the students should go to report crimes. The complete text of the Clery Act and U.S. Department of Education regulations are available on the Security On Campus, Inc. web site at <http://www.campussafety.org>.

Annual Report

34 CFR 668.46(b)(2)(ii)

The Department of Campus Safety is responsible for gathering crime statistics and providing safety information to all students, staff, faculty, visitors, and prospective students and employees of HNU. The annual security report for HNU includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by HNU, and on public property within, or immediately adjacent to and accessible from the campus. **In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students have engaged, at off campus locations and/or with student organizations that are officially recognized by HNU, are gathered from local police agencies. These agencies include any City, County, State, or Federal agencies that may have relevant information and the statistics are published in this disclosure.** The report also includes institutional policies concerning campus safety and security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. The report is made available to all current students and employees by an email notification providing the exact Internet address for review and is notified of the availability of paper copies upon request. Prospective students and employees are notified by a statement posted on their application notifying them of the same information available on Internet or as a paper copy upon request. A copy of the statistics must also be provided to the U.S. Department of Education.

HNU is aware that crimes may go unreported to law enforcement and encourages employees, who have significant responsibility for students and student activities, to report any crimes that they may have become aware of in their daily contact with students to Campus Safety. As a reminder to those employees who have significant responsibility for students, a reporting packet will be sent out in January of each year for collection and recording of accurate statistics for the on-coming period. The out-going period will be collected upon the conclusion of Winter Break for inclusion in the annual report. Administrators, Deans, Directors, Department Heads, Faculty Advisors, and Student Academic Advisors, Student Activities Advisors and Coordinators, and Athletic Coaches are all included in the notification. Classroom faculty (except for Advisors), Physicians, Psychologists, and most Clerical Staff are examples of employees who are not required to report under the Clery Act. All reports to Campus Safety can be made confidentially and anonymously in accordance with the reporting person's wishes. Crime prevention and personal safety information and pamphlets are available in the Campus Safety Office, Founders Hall, at the circulation desk of Cushing Library, and the Student Resource Center, Hester Building.

Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at <http://www.hnu.edu/CampusSafety>. To comply with the Act, we collect crime statistics from the Oakland Police Department for crimes occurring on campus properties and a radius around the University. HNU does not have any off or on campus fraternity or sorority houses. Likewise, student organization recognition does not extend beyond the University, and student organizations are not recognized to engage in activities off-campus.

Crime Statistics-Categories

Crimes are reported in the following 7 major categories, with several sub-categories:

1. Criminal Homicide broken down by
 - a. Murder and Non-negligent Manslaughter and by
 - b. Negligent Manslaughter
2. Sex Offenses broken down by
 - a. Forcible Sex Offenses (includes rape) and
 - b. Non-forcible Sex Offenses
3. Robbery
4. Aggravated Assaults
5. Burglary
6. Motor Vehicle Theft and
7. Arson

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral:

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

If both an arrest and a referral are made only the arrest is counted. The statistics are also broken down geographically into “on campus,” “residential facilities for students on campus,” “non-campus buildings,” or “on public property” such as streets and sidewalks.

Hate crime data collection:

The reports must also indicate if any of the reported incidents were a “hate crime.” An institution must report, by category of prejudice, crimes 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:

1. Larceny-theft
2. Simple Assault
3. Intimidation
4. Destruction/damage/vandalism of property
5. Any other crime involving bodily injury

Campus Crime Statistics

How do we compile these statistics?

The Department of Campus Safety collects the crime statistics disclosed in the charts through a number of methods. Campus Safety staff refer all incident reports to the Director of Campus Safety. The Director of Campus Safety reviews the incident reports to ensure they are appropriately classified in the correct crime category. Additional crime statistics are gathered, compiled and substantiated by the Director of Campus Safety from collaborative HNU sources and the Crime Analysis Section of the Oakland Police Department. The crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting handbook and the FBI National Incident-Based Reporting System handbook (sex offenses only). The data is periodically reviewed for changes in law and crime definition.

Crime Definitions

Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions

Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol. 64, No. 210).

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Arson

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

Criminal Homicide-Manslaughter by Negligence

The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Robbery

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

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition now includes three conditions: (1) there must be evidence of unlawful entry (trespass). (2) The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. (3) The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Motor Vehicle Theft

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

Weapon Law Violations

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

Drug Abuse Violations

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

Liquor Law Violations

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses Non-forcible

Unlawful, non-forcible sexual intercourse.

A. Incest

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

B. Statutory Rape

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

Hate crime Data:

Larceny-theft

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

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction, damage, or Vandalism of property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.

**Caveat:*

The Department of Campus Safety is providing crime information to the Holy Names University community. The Department intends that the information provided by this annual safety report is accurate; however, errors sometimes occur. This annual report does not reflect the full crime index for the Oakland community surrounding Holy Names University. The report contains only Clery required reportable offenses. The incidents listed are subject to change for a variety of reasons, including late incident reporting, reclassification of some crimes and notification that reported crimes were unfounded by the local law enforcement agency.

Timely Warnings and Emergency Notifications

34 CFR 668.46 (e)

Timely warnings are used in situations to warn the campus community to report on crimes that are considered by the institution to represent a threat to students and employees. An emergency notification is required in the case of an immediate threat to the health or safety of students or employees occurring on campus. Both are not required based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

In the event that a situation arises, either on or off campus, that, in the judgment of the Emergency Management Team Leader, constitutes an on-going or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the university e-mail system to students, faculty, and staff. Additionally, depending on circumstances a sign may be placed at the front gate or follow-up details will be placed on the HNU webpage: www.hnu.edu

Campus Safety Alerts

34 CFR 668.46(b)(2)(i)

To help prevent crimes or serious incidents, the Department of Campus Safety, issues Campus Safety Alerts in a timely manner to notify community members about criminal activity in and around our community. Members of the community who know of a crime or other serious incident are encouraged to report the incident as soon as possible to Campus Safety, so that an alert can be issued, if warranted. Campus Safety will publish alerts by sending a blast email to all students and employees on campus. The crime alerts are then posted on bulletin boards of lobby areas of main buildings.

Daily Crime Log

The Department of Campus Safety maintains a Daily Crime Log that records, by the date incidents reported to us, all crimes and other serious incidents that occur on campus. The Daily Crime Log is available for public inspection at our office at Founders Hall. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to us, as well as the disposition of the complaint, if this information is known at the time the log is created. The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident. We reserve the right to exclude crime report information from the log in certain circumstances.

Public Information about Registered Sex Offenders on Campus

34 CFR 668.46(b)(12)

In 1947 California implemented a sex offender registration program to help keep track of persons convicted of certain sex crimes. Then in 1996, California enacted Megan’s Law, which for the first time, provided the public with photographs and descriptions of convicted sex offenders who have registered their whereabouts with local law enforcement. Pursuant to Section 290 of the California Penal Code convicted sex offenders are required by law to register within 5 days of changing residence locations (every 60 days if they do not have a permanent residence), starting school, employment at a school, or within 5 days of each birthday. We do not keep a database of registrants at HNU. If there are requests to know who is a registered sex offender on the campus, contact the California Department of Justice Sex Offender Identification Line: 900-463-0400 (\$10.00 charge) or Website: <http://www.oaklandnet.com/> (click on City Attorney hotlink). Offender’s campus involvement will be listed as a secondary registration location.

Oakland Police Department

455 7th Street, Third Floor, Room 313

Monday - Friday: Call for an appointment 510-238-2189

Telephone numbers for information and help: Oakland Police Department Megan’s Law: 510-238-2191 or 510-2348-21809. Megan’s Law Information on Registered Sex Offenders: <http://www.meganslaw.ca.gov> .

The California Department of Justice provides the Oakland Police Department with CD-ROM containing information about registered sex offenders; the offender’s name and aliases, a photograph if available, gender, physical description including scars and tattoos, the sex offenses, the county of residence, and the zip code of the last residence, but not the address. You may look at the

Holy Names University

Holy Names University is located on 60 wooded acres in the Oakland hills. Its site provides a breathtaking view of Oakland and the San Francisco Bay. Nestled among the hills, the campus provides a quiet, safe, and extremely beautiful study atmosphere, but no campus is free from crime, whether it is urban, suburban, or rural. HNU has been fortunate in experiencing few serious crimes, but such incidents could occur, and all crimes are serious to the victim. Students, faculty, and staff are responsible for adopting measures to protect themselves and their possessions. All members of the University community, therefore, should take reasonable precautions. Campus Safety is committed to working with all members of the community to make our campus a safe and secure environment. HNU has developed a series of policies and procedures to assist in these efforts. The following information has been prepared to increase your awareness of the current programs that exist to assist you in protecting your safety and well-being.

Campus Safety Mission Statement

The mission of the Holy Names University Department of Campus Safety is to serve the community with *respect, fairness, and compassion*. We are committed to the *protection of life* and property and the *preservation of peace, order and diversity* of individuals by upholding campus policies and local, state, and federal law. We are committed to *providing a safe, wholesome and just environment* for our campus community.

“Few things are harder to put up with than a good example.” Mark Twain

Campus Safety Office Information

The Office of Campus Safety reports to the Vice President of Finance and Administration. Campus Safety works closely with all departments of the University to ensure that safety policy and procedures are uniformly executed and conveyed in a clear and consistent manner to all the University’s students, faculty, and staff.

The Campus Safety Office is located at 3500 Mountain Blvd, Founders Hall. The office is a 24/7 operation. We have a one supervisor and one officer on duty each shift. Administrative Office hours are Monday - Thursday 8:00a.m to 4:00p.m or by appointment. On-call Supervisors can be reached at 510-436-1287. If they are on rounds, you can contact the front gate at 510- 436-1600 to have the supervisor contacted by radio. The HNU Emergency Line is 510-436-1234.

Holy Names University is surrounded by a fence and wooded boundary with one entry point at the front gate which is staffed 24 hours a day, 365 days a year. The perimeter road of the campus is under surveillance by closed circuit cameras. Campus Safety Staff are unarmed, private safety officers with no arrest powers, other than those afforded a private citizen by law.

Campus Safety Staff are responsible for a range of safety services for the HNU community, including submitting reports on all incidents relayed through the front gate for responses to medical emergencies, fire emergencies, traffic accidents, and enforcement of all University policies including those related to alcohol use, drug use, and weapons possession. Campus Safety acts as a liaison with public safety first responders on scene. Reports that are criminal in nature are referred to the Oakland Police Department at the request of the reporting party, and automatically become part of its record-keeping process. Serial numbers of vehicles and other items stolen from campus are reported through the local police authorities to the National Crime Information Center (NCIC).

Campus Safety Department

34 CFR 668.46(b)(4)(i)

Campus Safety Staff, interagency cooperation and enforcement authority

Staff is assigned to this department after a background check. Annual, as well as on-going training is

provided. Both full and part-time staff comes from a variety of safety and security backgrounds including law enforcement, military, and private security. These officers are supervised by the Director of Campus Safety. Campus Safety Staff handle internal campus events and monitor the environment of the campus. HNU works closely with the Oakland Police Department, the Alameda County Prosecutor's Office and their Victim/Witness Program. Any reports of incidents involving Holy Names University students, on or off campus, are forwarded to the Director of Campus Safety or an HNU designee so that the best interests of students, employees and the community may be served. HNU considers personal safety a priority. Incident reports and safety concerns are reviewed and acted upon according to professional law enforcement standards.

Students are required to comply with the directives of Campus Safety Staff and any University official, including Residence Life Staff members, in performance of their assigned duties. Students are required to present valid identification when requested to do so. Campus Safety Staff may detain a person to investigate their purpose on campus. Campus Safety can deny anyone access to the private institution. Campus Safety has the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety is responsible for the enforcement of policies, rules and regulations set forth by Holy Names University, and to report criminal violations to the proper authorities. All Campus Safety Staff are held to the highest standard of maintaining an individual's confidentiality and are available to assist in filing reports on incidents.

Reporting Methods on Campus

34 CFR 668.46(b)(2)

To report crimes or emergencies to the front gate, members of the University community should call 510-436-1600 if off-campus or X1600 from any on-campus extension. For life threatening emergencies, call 911 from any campus extension or from a cell phone call 510-777-3211. Be prepared to advise the dispatcher where the emergency is located! If time permits call X1600 so that the front gate can be alerted that emergency services are responding so that they can assist in giving directions to your location. Oakland Police Department non-emergency phone numbers are 510-238-3227 and for cell phone users 510-777-3333. Campus Safety will assist anyone in filing their reports with the local police upon their request. Campus Safety Supervisor Line call 510-436-1287. HNU Emergency Line call 510-436-1234.

Other sources at HNU for reporting criminal offenses:

34 CFR 668.46(b)(2)(iii)

In addition you may report a crime to the following areas:

Director of Campus Safety	510-436-1601, Founders Hall
Supervisor, Campus Safety	510-436-1287, Founders Hall
Campus Safety Staff	510-436-1600, Front Gate
Vice President, Finance and Administration	510-436-1252, Hester Building, Room #6
Vice President, Student Affairs	510-436-1360, Brennan Hall, Room #50
Vice President, Academic Affairs, Dean of Faculty	510-436-1040, Hester Building, Room #12
Assistant Vice President for Facilities and Events	510-436-1516, Feehan Hall
Director of Human Resources	510-436-1220, Hester Building, Room #7
Director of Residence Life	510-436-1294, Feehan Hall
Director of Athletics	510-436-1138, Tobin Gym

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Safety or a designee of HNU can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Accurate and Prompt Reporting

34 CFR 668.46(b)(4)(ii)

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Department of Campus Safety in a timely manner. If assistance is required from the Oakland Police Department or the Oakland Fire Department, we will contact the appropriate service. If a sexual assault or rape should occur, staff on the scene, including Campus Safety, will offer the victim a wide variety of services and options for filing a report. Crimes should be reported to the Department of Campus Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Discretionary Reporting

34 CFR 668.46(b)(4)(iii)

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

1. *Pastoral Counselor*: An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.
2. *Professional Counselor*: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Security and Access

34 CFR 668.46(b)(3)

Access to Campus facilities and dormitories

Campus Safety personnel share the responsibility for locking buildings with the Campus Services Department. The key control and locking/unlocking of buildings schedule is currently managed by the Assistant Vice President for Facilities and Events. Lockouts are relayed through the front gate at X1600 for a call out to available staff.

Special procedures for Residence Halls

All residence halls are equipped with an automated card access control system. Unlimited access is available to students and authorized staff via the system. Guests and other visitors may visit the residence halls as long as they have been authorized by a member of the community. The exterior doors to residence halls are locked from 11:00p.m. Until 7:00a.m. In addition to the automated card access control system, some exterior doors in the residence halls are equipped with a centrally monitored electronic alarm system.

Oakland Police Department will respond to any alarm as needed.

Security considerations in the maintenance of campus facilities

The University maintains a strong commitment to campus safety. Campus Safety personnel share the responsibility for surveying grounds of the campus to ensure that lighting and vegetation meet safety standards with the Campus Services Department. Members of the campus community are encouraged to report any lighting deficiencies or other safety concerns to either department.

Off-Campus Crime

34 CFR 668.46(b)(7)

If Campus Safety is contacted about criminal activity occurring off-campus involving HNU students, there is no fixed policy requiring intervention or reporting. Students in these cases may be subject to University Judicial proceedings through Student Affairs. The incidents would be handled as a case-by-case event. HNU does not have any off or on campus fraternity or sorority houses. Likewise, student organization recognition does not extend beyond the University, and student organizations are not recognized to engage in activities off-campus. HNU students are encouraged to always conduct themselves in a manner on or off campus that is reflective of the charism of the Sisters of the Holy Names of Jesus and Mary. The University encourages its students to behave as exemplary citizens when present in the surrounding neighborhoods and to demonstrate respect and concern for all members of the local community.

Security Awareness Programs

34 CFR 668.46(b)(5)

During orientation and pre-registration campus functions, students are informed of services offered by the Department of Campus Safety at HNU. A video and/or presentation packet is shared with students outlining area resources, phone numbers, and safety tips. An orientation packet is given to all new employees as well. A common theme is to encourage students and employees to be aware of their responsibility for their own safety and the safety of others. Periodically, the Department of Campus Safety prepares short memorandums on current or pending safety issues of the season for dissemination to the campus community. When time is of the essence, information is released to the University community through Campus Safety Alerts and bulletins posted in thoroughfares of the campus or handed out at the front gate.

Crime Prevention Programs

34 CFR 668.46(b)(6)

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. The Campus Safety Director has made herself, readily available to facilitate any student organization or program in this educational endeavor; by providing brochures, tapes, and personal experience on the subject matter. In addition, a new process under development is for information to be made available through training modules kept at the Campus Safety for check- on various topics of instruction. Each module contains current legislation, a power point presentations, a video, a quiz and upon completion the individual will receive a “certificate of completion” for their file. The design is to allow individuals, who cannot attend group presentations for training, a secondary source to obtain the information for record.

Campus Policies

Drug and Alcohol Policies/Drug Free Campus

34 CFR 668.46 (b) (8) & 34 CFR 668.46 (b) (9)

Holy Names University complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a...

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require that, as a condition of receiving funds or financial assistance under any Federal program, HNU must create and maintain a drug-free environment and implement a program to prevent the unlawful

possession, use, or distribution of drugs, and the abuse of alcohol, by its students and employees.

In addition to being a violation of Federal and State laws, the possession and/or use of alcohol, the unlawful manufacture, distribution, dispensing, possession or use of illegal controlled substances on HNU campuses, off-campus sites, workplace site of employees, or at any HNU-sponsored event is prohibited. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner which impairs performance of assigned tasks. Violators of this prohibition are subject to criminal prosecution and/or disciplinary action, including reprimand, probation, suspension or expulsion, and/or termination of employment.

HNU Policy and Information on Alcohol and Other Drugs

Student Handbook: Updated Spring 2010, Submitted by Student Affairs

It is the policy of Holy Names University to promote a campus environment that is free of drug and alcohol abuse. Holy Names University prohibits the unlawful manufacture, distribution, possession, dispensations' and/or use of alcohol, illicit drugs, controlled substances, and/or illegal drugs on property it owns or controls.

Federal and State laws prohibit the possession, sale and consumption of alcohol by anyone under 21 years old. Persons under 21 years of age are minors and therefore may not purchase, possess, or consume alcoholic beverages. Under strict supervision, alcohol may be served at approved events. Any individual or recognized student organization sponsoring an event associated with Holy Names University where students may be involved and alcohol will be provided must obtain approval from the Vice President for Student Affairs before the event.

Federal and State laws prohibit the sale and use of drugs not prescribed by a physician or available for regular retail sale. Any student known to be in possession, using or distributing such drugs is subject to serious University disciplinary action (suspension or dismissal) and arrests under the state and federal laws. Medications used at the University must be taken and/or disposed of properly and according to safe and acceptable medical practices. The University will facilitate counseling and referral to treatment as appropriate.

The University expects all members of the campus community to conduct themselves in an appropriate manner and encourages the adoption of a mature attitude towards the use of alcohol. Students who are 21 and over are responsible for setting a positive example for those under the age of 21, by discouraging alcohol-related behaviors that are abusive to themselves or others. It is the conviction of the University that drunkenness and public intoxication are unacceptable and that those who violate that standard will be subject to disciplinary sanctions. Accordingly, each person must assume full personal responsibility and face disciplinary action for any of their actions or the actions of their guests that violate any University policy. Intoxication and/or alcohol abuse is not permissible as an excuse for unlawful behavior or misconduct.

It is the University's policy to reserve the right to notify the Oakland Police Department whenever drugs or drug-paraphernalia are found on campus. Therefore, in addition to University-related disciplinary action, students violating drug policies risk arrest and prosecution for violations of drug-related laws by city, state, or federal offices.

Violations of this policy will be processed through the Student Code.

Review Process

The Vice President for Student Affairs is that person designated by the University to be responsible for the administration of University policies concerning drugs and alcohol. Working closely with representatives from various departments, the Vice President will conduct a review of Holy Names University's policies on alcohol and other drugs every two years (Spring 2010, 2011, 2013, 2015) to ensure that the University is in compliance with federal and state laws and that policies effectively address conditions regarding students, University organizations, student activity policies, and University employment issues.

Alcohol use on Campus

Alcohol may be served, possessed and/or consumed by those individuals of legal age (21 years-old) on campus at University-approved events. For alcohol to be present at university-approved events where

students are present the appropriate procedures outlined in the section on Policies and Procedures for Serving Alcohol at University Sponsored Events in this document must be followed. Additional guidance follows concerning the presence of alcohol in the residence halls and at athletic events.

Alcohol use in the Residence Halls

Alcohol may be consumed or possessed by those students of legal age (21 years-old) only inside private living units with the door closed and not with underage persons (other than a roommate) present. The University has the authority to enter and search any room or area of the campus where there is reason to believe that established standards of conduct or health and safety regulations are being violated or when there is reason to believe that illegal drugs/substances may be stored, used, sold or otherwise distributed. Furthermore:

1. Kegs, party balls, or other such containers not designed for individual consumption are strictly prohibited.
2. Delivery of alcohol by retail or wholesale distributors to a Residence Life facility is prohibited.
3. All alcoholic beverages transported on campus and within the living areas must be sealed carried in a concealed fashion (in covered, nontransparent packages).
4. Beer bongs or other funneling devices are not permitted in the residence halls.
5. Public intoxication will not be tolerated.

Alcohol use at Athletic Events

Alcoholic beverages may not be sold, distributed or consumed during intercollegiate athletics, intramural sports and club sport events sponsored on campus or in leased facilities used by the University for hosting athletic events. Violators may lose the privilege of participating in or attending athletics events and may be subject to disciplinary action. Athletes traveling for the purpose of competition are expected to abide by all University, state and local regulations.

Illicit Drug Prohibitions

- Individuals involved in the sale or transfers of illegal drugs are subject to suspension from the University or dismissal from the University.
- In cases of use or possession of illicit drugs, University action may result in suspension from the University or dismissal from the University. If there are significant extenuating circumstances and/or an agreement with the student to participate in drug screening and a drug counseling and rehabilitation program, the student may be allowed to continue enrollment.
- The University reserves the right to evict a resident student involved in the use or possession of a controlled substance, or drug related paraphernalia, from student housing at anytime during the academic year.
- All administrative or judicial action is subject to appeal in accordance with the procedures outlined in the Student Conduct Code.
- The university's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state law. The University reserves the right to refer cases to federal, state and/or local authorities.

Disciplinary Actions Related to Violations of this Policy

Violation of the Alcohol Policy will result in the initiation of disciplinary action in accordance with the Student Conduct Code. Charges of violating the Alcohol Policy, along with other charges, will be initiated against students who violate other University rules and regulations while under the influence of alcohol. Sanctions will vary depending on the nature of the offense.

- Possible sanctions may also include, but are not limited to: attending and/or sponsoring education alcohol programs, writing research papers, restitution, community work projects, fines, suspension

from Residence Halls, limiting access to living areas, suspension or expulsion. When warranted, students will be referred for treatment that is more intensive.

- All moneys collected as a result of fines will be placed into a fund for leadership programs.
- The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state law.
- All administrative or judicial action is subject to appeal in accordance with the procedures outlined in the Student Conduct Code.

Policies and Procedures for Serving Alcohol at University-Sponsored Events

Prior written approval from the Vice President for Student Affairs is required for events sponsored by the university that will involve students. Items that will be considered in granting approval include:

- If a student wishes to host a party and wants to serve alcohol, s/he must be 21 or older and first attend an alcohol education program.
- Approval will not be granted for events during Orientation Week, exam weeks, or during times when children are invited to campus.
- Authorization must be obtained at least 24 hours prior to the event.
- The event host must be at least 21 years of age. To obtain an approval for serving alcohol, the host must agree not to consume alcohol prior to or during the event he/she is hosting. The host is responsible for the compliance with the alcohol policy and will be held accountable for any violation of the policy.
- The host must agree not to consume alcohol at least eight hours before or during the event. S/he also agrees to be responsible for making sure that guests comply with all campus regulations and the alcohol policy. Violations may result in the immediate closing of the party.
- An effective means for checking identification must be implemented and students who are less than 21 years old as well as intoxicated persons may not be served.
- A bartender may be required.
- Alcohol may not be sold at University-sponsored events.
- Types of Alcohol Allowed - The only alcohol allowed is beer, wine, and wine coolers. These may not be served for a time period of more than four hours.
- Food and Other Beverages - Nonalcoholic beverages must be featured as prominently as alcohol and available in sufficient quantity to serve the anticipated number of persons under the age of 21 and half of the anticipated persons over the age of 21. All beverages must be served in clear plastic cups. Food must be available in sufficient quantity to last the duration of the event and served free to guests. The serving of alcohol must end one hour prior to the end of the event or when the food runs out, whichever comes first.
- Be advised that leaders of campus organizations and departments sponsoring campus events at which alcohol is served could be held liable for any damages and injuries caused by intoxicated guests during or following the event. For student organizations, the club advisor must be present at club-sponsored events where alcohol is served.
- Attendance at Campus Events with Alcohol - Campus events at which alcohol is served are open only to Holy Names University students, faculty, staff, alumni, ELSC students and their invited guests. Each member of the Holy Names University community is responsible for the behavior of his/her guest. Holy Names University students must present a valid Holy Names University ID for admittance to campus events. Valid proof of legal age must be presented to purchase alcohol.

- Intoxicated participants and Driving - Anyone driving on campus that is suspected of being under the influence of alcohol or drugs may be stopped and detained by the Holy Names University Security Officers. If a student is determined to be unable to safely drive a vehicle, a security officer will park the student's vehicle and retain the keys until the student is sober. The incident will be reported to the Vice President for Student Affairs and appropriate action will occur.
- Intoxicated commuter students or guests (non-students) on campus, under age 21 or otherwise, will be asked to leave campus. If they arrived in their own transportation, their keys will be confiscated by a security officer and they will need to find other transportation. They may return the following day for vehicles and keys.

A Commitment to Help: Counseling Services at Holy Names University.

A significant problem exists when one's use of alcohol causes physical or emotional harm, impairs one's judgment, infringes upon the rights of others, or interferes with one's work, relationships, or daily life. Holy Names University regards an alcohol problem as it does other behavioral/medical ones and does not attach a moral or social stigma to such personal difficulties. Alcohol and other chemical dependency problems can be treated successfully if they are identified as early as possible and if appropriate treatment programs are promptly instituted. Holy Names University is committed to providing resources for prevention programs and referral for treatment as needed. Specifically, workshops, counseling sessions, and referrals are available.

Faculty Handbook:

Alcohol Policy, Updated January 12, 2009, Submitted by Academic Affairs

California State Law stipulates that only persons twenty-one years of age or older may possess and consume alcoholic beverages. University policy permits persons of legal drinking age to consume alcoholic beverages on University premises provided that the following requirements are fulfilled:

1. An event at which persons under twenty-one years of age will be in attendance must be approved by the Vice President for Student Affairs.
2. Events to be attended only by persons twenty-one years of age and older must be registered with the Vice President for Student Affairs.
3. Participants are able to show proof of legal drinking age with a photo I.D. if requested.
4. The alcoholic beverage is restricted to a designated area.

In addition, the following guidelines must be observed:

1. The sale of alcoholic beverages at any on-campus event is prohibited.
2. Beer and wine are the only alcoholic beverages that may be served at on-campus events.
3. Non-alcoholic beverages must be provided at any event where an alcoholic beverage is served.

These procedures and guidelines apply to all events sponsored by any on-campus group or individual. Events occurring in the Residence Halls must be registered with the Assistant Vice President for Student Affairs/Residence Life or with an Assistant Director of Residence Halls instead of with the Vice President for Student Affairs. Sponsors for each event are responsible for ensuring compliance with this policy.

Drug Policy

Holy Names University intends to be and to remain a drug-free workplace. To this end, the University prohibits the unlawful manufacture, distribution, dispensing, sale, possession or use of controlled substances and will take appropriate action against any member of the faculty, staff or student body who violates this prohibition, up to and including dismissal for cause.

In addition, the University has registered its compliance with the Drug-Free Workplace Act of 1988, which requires that an organization must make good faith efforts to achieve and maintain drug-free status.

Beyond the letter of the laws, however, the University is concerned about the impact of drug abuse on the individual and on his/her colleagues as well as on the academic life and the mission of the University.

Therefore, the University will endeavor to cooperate reasonably with an individual's efforts to obtain drug counseling and/or rehabilitation and will provide information about drug counseling opportunities available in the community. The Student Affairs Office provides ongoing educational programs for students, staff and faculty regarding the dangers of drugs and the University's anti-drug policy.

Staff Handbook: Updated September 1, 2009, Submitted by Human Resources

Holy Names University promotes a safe, healthy, and productive work environment for all employees. We comply with federal, state, and local laws governing the possession, use, and distribution of unlawful drugs at the workplace. It is the object of Holy Names University to have a workforce that is free from the influence of controlled substances (illegal drugs) and alcohol during work-hours. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the University. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the University to the risks of property loss or damage, or injury to other persons.

Holy Names University complies with the Drug-Free Schools and Communities Act (as amended in 1989) and has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities.

The University will impose discipline on students and staff members who violate the standards of conduct. Students who violate the provisions of the drug-free campus policy may be subject to suspension or expulsion. Employees of the University found to be in violation of this policy may be subject to disciplinary actions, up to and including dismissal.

The following rules and standards of conduct apply to all employees either on University property or during the workday (including meals and rest periods). Behavior that violates University policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a University vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. Holy Names University also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Holy Names University reserves the right to conduct searches of University property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off University property will not be tolerated because such conduct, even though off duty, reflects adversely on Holy Names University. In addition, the University must keep people who sell or possess controlled substances off University premises in order to keep the controlled substances themselves off the premises.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's performance. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. If there is concern that your ability to perform may be affected by use of the medication, you will be assigned to other duties if available or appropriate. Alternatively, you may be sent home and have the option of using any available accrued time off that you have available. You will be placed on an unpaid leave if you have no paid time off available.

Holy Names University will, to the extent required by law, reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance

should request a treatment or rehabilitation leave. The University is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the University obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the University's treatment of employees who violate the regulations described previously.

Campus Safety provides the following:

For the State of California Alcohol Statutes visit: <http://www.abc.ca.gov> or <http://www.leginfo.ca.gov>

Students, staff and faculty seeking help with issues concerning alcohol and drug abuse may contact the following local resources:

1. Alameda County Crisis Evaluation Service System (Access): 510-566-8100 or 800-491-9099.
2. National Council of Alcoholism 415-296-9900
3. Alcoholics Anonymous 510-839-8900
4. Al-Anon 510-276-2270

Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as unwanted pregnancy, violent behavior, HIV infection and other sexually transmitted diseases and psychological depression.

While empowered only to take action within its own provinces, the University will cooperate with the law enforcement agencies in accordance with statutory procedures. Conversely, as an educational institution rather than a law enforcement agency, the University recognizes the appropriateness of handling certain drug problems individually and from a counseling and medical, rather than from a punitive, point of view.

Drug convictions also have other ramifications for students. After July 1, 2000, students convicted of offenses involving possession or sale of controlled substances are ineligible to receive any grant, loan or work assistance for a specified period of time.

Students are urged to reflect very seriously upon their own attitudes and actions with regard to drug abuse and to seek out information and counseling assistance through the University counselor, the Dean of Student Affairs, or other personnel as may seem most appropriate.

Enforcement

The University reserves the right to handle the assignment of sanctions for the use, possession, and sale of other drugs in a manner appropriate to the severity of the incident. Felony crimes will be referred to local law enforcement.

Prevention Programs

34 CFR 668.46(b)(10)

The University has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and University disciplinary actions.

The Vice President of Student Affairs provides an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These include:

Alcohol and Drug Education: Student Success Center, Student Involvement and Leadership Groups, Employee Assistance Program.

Counseling Services: Counseling and Psychological Services, Employee Assistance Program

Referral Services: Counseling and Psychological Services, Employee Assistance Program

Disciplinary Actions: Faculty/Student Judicial Review Committee, Dean of Students, Director of Human Resources

Weapons Policy

Any instrument that is used or is readily capable of causing serious physical injury is considered dangerous and is therefore prohibited. Prohibited items may be confiscated by Campus Safety Staff. Prohibited items include the possession of weapons or explosives, including but not limited to firearm, knives, BB guns, paint ball guns, bows/arrows, hunting knives, swords, billy clubs, brass knuckles, blow guns, dart guns, wrist rockets, pellet guns, catapults, switchblades, martial arts equipment, fireworks, ammunition, and firecrackers, on University-owned or operated property is grounds for eviction from University housing.

Student Handbook: Weapons Prohibitions, Updated Spring 2010, Submitted by Resident Life

The possession, display, or use of firearms of all descriptions, including air-powered weapons, or any instruments that can be construed as dangerous weapons is not permitted on or immediately adjacent to, University premises and/or in connection with a University activity.

The brandishing or use of such weapons on University premises shall be considered sufficient cause for immediate suspension pending an investigation.

The University reserves the right to confiscate firearms and other weapons.

California Penal Code 626.9 and 626.10 specifically prohibits the possession of firearms, including pellet and BB guns, on university property, without prior written authorization.

Workplace Health and Safety, Updated Fall 2010, submitted by Safety Committee

Management of each of the University's departments is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all staff members. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Our system of ensuring that all staff members, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace, include:

- Informing staff members, supervisors and managers of the provisions of our Workplace Violence Policy;
- Evaluating the performance of all staff members in complying with our establishment's workplace security measures;
- Recognizing staff members who perform work practices which promote security in the workplace;
- Providing training and/or counseling to staff members whose performance in complying with work practices to ensure workplace security is sufficient; and
- Disciplining workers for failure to comply with workplace security practices.

1. Communication

At Holy Names, we recognize that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees, including managers and supervisors, on all workplace

safety, health and security issues. Our campus has a communication system designed to encourage a continuous flow of safety, health and security information between management and our staff members without fear of reprisal and in a form that is readily understandable. Our system consists of one or more of the following items:

- New staff member orientation on our establishment's workplace security policies, procedures and work practices.
- Review of our Injury & Illness Prevention Program (IIPP).

- Training programs designed to address specific aspects of workplace security.

- Periodic scheduled safety meetings to discuss workplace security.

- Effective communication of safety, health and security concerns between staff member, supervisors and managers, including translation where appropriate.

- Posted or distributed workplace security information.

- A system for workers to inform campus management about workplace security hazards and verbal or physical threats of violence that includes protecting staff members from retaliation by the person making the threats.

- A system to immediately and safely communicate a warning to law enforcement authorities, management, and other staff members about an imminent act of violence or threat of imminent violence.

- A staff member/management safety and health committee that meets regularly, prepares written records of the safety and health committee meetings, reviews results of the periodic scheduled workplace security inspections, reviews investigations of workplace violence and makes suggestions to management for the prevention of future incidents, reviews threats and incidents, and submits recommendations to assist in the evaluation, training and counseling of employees.

2. General

Safety is a vital concern at the University and is one of your most important responsibilities. Following University safety policies and procedures are essential. If you see an unsafe condition or experience any breakdown of equipment, report it to your supervisor. If you experience an accident at the workplace, report it to your supervisor and file a written report with Human Resources. Safety training sessions may be conducted periodically and on occasion, your attendance will be mandatory.

The University has adopted an Injury and Illness Prevention Program (Safety Program). Each employee receives training in this program, and employees receive appropriate training on a change in job assignment, when the introduction of new substances, processes, procedures or equipment presents a new hazard, or when the University receives notification of a new or previously unrecognized hazard.

The responsibility for safety extends to every individual working for the University. The University established its comprehensive program to maintain the safety and health of its employees, and strongly encourages every employee to report any unsafe condition, accident (no matter how minor), and near miss, so that it can take corrective action as soon as possible.

The University requires that all equipment and machinery is in proper working order and safe to work at all times. If any equipment or machinery breaks down, do not use it until a qualified technician certifies that it is repaired and safe.

Never try to fix broken equipment or machinery yourself. Tell your supervisor of any equipment breakdown as soon as it happens. If the breakdown requires emergency repairs, your supervisor will try to deal with the emergency situation as soon as possible.

3. No Smoking on Campus

For the health, safety and comfort of everyone, smoking is not permitted anywhere or at anytime within or adjacent to the buildings and facilities at Holy Names University and during indoor or outdoor campus events. Specific areas on the campus have been identified as smoking areas; they are identified in the smoking policy. Please be observant of this safety and good health mandate as an example to others, including students and the community.

Student Handbook: Updated August 2009, Submitted by Student Affairs

Policy on Community Relations and Student Conduct

Guidelines for off-campus conduct have been established in order to uphold standards of behavior that should be demonstrated by Holy Names University students regardless of whether they are on or off campus. The university encourages its students to behave as exemplary citizens at all times and to demonstrate respect and concern for all members of our global community.

- Be respectful to local community residents. Prohibited behavior includes but is not limited to: littering, loitering, destruction/trespassing of private property, public urinating, public nudity, using rude or abusive language, or illegal parking.
- Stereos, car stereos or other electronic equipment at reasonable sound levels, especially late at night or early in the morning.
- All activities sponsored, sanctioned or organized by registered student organizations, athletic teams or other groups must take place on-campus or in an off-campus facility specifically designed to host such events, i.e., community halls, auditoriums and restaurants.
- In all cases involving student misconduct off-campus, the university reserves the right to exercise judicial action. Students or organizations found responsible for violating these regulations will be subject to the same sanctions imposed for on-campus violations.

Staff Handbook: Updated September 1, 2009, Submitted by Human Resources

Holy Names University has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The University does not tolerate any acts of violence or threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination. The University may place on administrative leave any staff member, when the University believes that it is in the best interests of a safe workplace to do so, without regard to whether that staff member has or has not engaged in an act in violation of University policy.

Possession of weapons on University premises and at University-sponsored events shall constitute a threat of violence and are not permitted.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to any manager, Campus Safety, or Human Resources.

A threat includes, but is not limited to, any indication of intent to harm a person or damage University property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally.

Pursuant to the University Workplace Violence Policy, in the event of a campus incident created by an individual(s) or group(s) involved in violent, criminal or abnormal behavior or disturbances, the following actions should be taken:

1. Immediately notify the police by calling 911. If time permits, call Campus Safety.

2. Provide the following information to 911 and/or Campus Safety
 - Description of incident
 - Location of incident
 - Description of the person(s) involved
 - Description of the property involved
3. Individuals should avoid all personal risk in dealing with or observing any suspicious situations or criminal offense on his/her own.

The University's Workplace Violence Policy identifies hazards known to be associated with the three types of workplace violence:

1. Type I workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace. In this situation, the individual enters the workplace to commit a robbery or other criminal act.
2. Type II involves a violent act by a recipient of a service provided by HNU, such as a client.
3. Type III involves a violent act by a current or former staff member, or another person who has some employment-related involvement with HNU, including a staff member's spouse or partner, relative friend, or another person who has a dispute with an HNU staff member.

Pursuant to the University Workplace Violence Policy, in the event of a campus incident created by individuals or groups involved in violent, criminal or abnormal behavior or disturbances, the following actions should be taken:

1. Immediately contact the police by calling 911 and, if time permits, the senior officer then on duty at the University;
2. Provide police and the Senior University officer with the following information if possible:
 - nature of the incident;
 - location of the incident;
 - description of the person or persons involved;
 - description of the property involved
3. All individuals should avoid risks in dealing with or observing any suspicious situations or criminal offense on their own.

The University's Workplace Violence Policy identifies hazards known to be associated with the three major types of workplace violence. Type I workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act. Type II involves a violent act by recipient of a service provided by our establishment, such as a client. Type III involves a violent act by a current/former staff member, supervisor or manager, or another person with some employment-related involvement to our establishment, such as a staff member's spouse or lover, a staff member's relative or friend, or another person who has a dispute with one of our staff members.

PRIVACY RIGHTS/DISCRIMINATION POLICY

Student Handbook: Updated Spring 2010, Submitted by Resident Life

Right of Entry

1. Authorized University personnel may enter student rooms for normal maintenance of University property or to inspect or make necessary repairs to rooms or equipment or when there is reasonable cause to believe a policy violation is occurring.
2. Entrance to student rooms is permitted without notice where there is determined to be imminent danger to life, health, safety, or property.

3. The Residence Life staff makes periodic inspections.
4. Authorized personnel must carry appropriate University identification and show it upon student request. If entry is made when the student is not in the room, notification of the entry will be left in the room.
5. University personnel will not grant access to student rooms to friends, relatives or other students.
6. Where vacancies exist in a room, such vacancies may be shown to prospective occupants when accompanied by a member of the staff. Insofar as is reasonable, advance notice will be given.

Administrative Search Warrants

An Administrative Search Warrant authorizes only University officials to search a room. Any search by local police or other civic officials must be conducted with a search warrant issued through a court having competent jurisdiction.

An Administrative Search Warrant must include the following information:

- a. The violation(s) suspected;
- b. The basis for suspicion and the particular items which the search is being conducted;
- c. The room number to be searched and the occupant(s) names(s); and
- d. The date and approximate time of search.

The Vice President of Student Affairs or designee must authorize the Administrative Search Warrant.

Procedures for Room Entry and Search

1. No resident's room should not be entered without first knocking. Entry, following the knock, shall be preceded by a time lapse of sufficient duration to provide occupant(s) with ample time to open door him or herself. In case in which a room is entered in the absence of its occupant(s), authorized personnel will leave written notification.
2. Residents will be given a receipt with belongings removed following the search or discovered upon entry. Their belongings will be returned, if and when it is safe and lawful to do so, after the disposition of the case by the appropriate University or civil authorities.
3. Two University representatives must be present when searching a room if an occupant is not present.

Parent Notification

Approved 2006: Updated August 2009, Submitted by Student Affairs

In accordance with the Higher Education Act of 1998, the University reserves the right to contact the parent(s), or guardian(s) of students involved in violations of University controlled substances policies or in the event of a life threatening situation.

This policy applies to all students. The parental notification aspect applies only to students who are under 21 years old. Additionally, Holy Names University maintains a written record on contacts we make with parents/guardians of students who have been found to be in violation of the University's policies on alcohol and/or drugs. Such records are available to students when they request access to them (see Policy on the Notification Policy of Rights under FERPA).

Holy Names University prohibits the unlawful manufacture, distribution, possession, dispensations' and/or use of alcohol, illicit drugs, controlled substances, and/or illegal drugs on property it owns or controls (See Policy and Information about Alcohol and Drugs).

In the residence halls, for those individuals of age to consume alcohol legally, alcohol may be consumed in accordance with HNU's Policy on Alcohol and Drugs.

The following outlines general procedures when students are alleged to be in violation of the University's policies on alcohol and/or drugs. Please note, HNU reserves the right to contact parents after a second violation is confirmed and in all cases where alcohol or drug use results in injury and/or hospitalization.

First Violation:

- Meet with Director of Residence Life or designate

- Hearing/Administrative Resolution
- Outcome #1: Sanctions if appropriate (i.e., fines)
- Outcome #2: Review actions with the student for further violations

Second Violation:

- Meet with Associate Dean of Student Affairs or designate
- Hearing/Administrative Resolution
- Outcome #1: Residence Hall Probation
- Outcome #2: Additional Sanctions if appropriate (i.e., fines)
- Outcome #3: Notification of parent(s)

Third Violation:

- Meet with Associate Dean of Student Affairs or designate
- Hearing/Administrative Resolution
- Outcome #1: Dismissal from the Residence Halls (Effective at the end of the term)
- Outcome #2: Additional Sanctions if appropriate (i.e., fines)
- Outcome #3: Notification of parent(s) of the outcome

Fourth Violation:

- Meet with Associate Dean of Student Affairs or designate
- Hearing/Administrative Resolution
- Outcome #1: Immediate Dismissal from the Residence Halls
- Outcome #2: Additional Sanctions if appropriate (i.e., fines)
- Outcome #3: Notification of parent(s) of the outcome

HARASSMENT POLICY

[Student Handbook](#): Updated Spring 2010, Submitted by Student Affairs

Introduction

As a University dedicated to fostering the dignity of each person, HNU strives to provide an environment that is free of harassment. All members of the University community, especially faculty and other individuals who exercise supervisory authority have an obligation to promote this environment.

Definition of Harassment

This policy applies to sexual and racial harassment in which a student is the complainant and a faculty or staff member is the alleged harasser. "Student" means an undergraduate or graduate who is currently enrolled at the Holy Names University campus or is between semesters and eligible for re-enrollment or graduation, or has been an enrolled student within 180 days of initiating the complaint procedure. Harassment may occur in numerous forms, many of which are violations of federal and state laws. For the purposes of this policy, the following is considered harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any or the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work, educational, or living environment, as judged by a reasonable person.

- Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

For a detailed explanation of the policies and procedures for the investigation and resolution of allegations of harassment, please contact the Associate Dean of Students or the Vice President for Student Affairs or the Director of Human Resources.

Policy on Hazing

Updated: August 2008, Submitted by Student Affairs

All acts of hazing by a University student organization or group and/or any of its members or alumni are prohibited. It is a violation of California state law, Board of Trustees policy and HNU policy for students to engage in any activity that may be described as hazing.

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; or which inflicts or intends to cause mental or physical harm or anxieties; or which may demean, degrade or disgrace any person regardless of location, intent or consent of participants. In addition, hazing can be defined as any action or situation which intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or full admission, or affiliation with any organization operating under the sanction of HNU.

The University believes that any activity which promotes a class system within organizations is inappropriate. Subservience in any form is unacceptable. Subsequently, activities which facilitate inappropriate levels of authority over students may be deemed as hazing and will not be allowed.

Enforcement:

Any student found to be involved in any hazing activity will face disciplinary action and is subjected to a maximum sanction of dismissal from the University. Students and their organizations are also subject to criminal and civil action as it relates to California state law.

EDUCATION CODE - SECTION 32050-32051:

Section § 32050: As used in this article, "hazing" includes any method of initiation or pre initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

Section § 32051: No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

California State Hazing Laws:

Section § 32050: As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

Section § 32051: No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or

personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than fifty dollars (\$50), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

Section § 32052: Any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to state funds, scholarships or awards which are enjoyed by him, by her, or by it and shall be deprived of any sanction or approval granted by any public educational institution or agency. The governing board of any public school, public college, public university, or other public educational institution or agency shall adopt rules and regulations to implement this section. If the Attorney General or the district attorney of any county or city and county has reason to believe that forfeiture should be declared under this section, he or she may institute a special proceeding in the superior court to establish such forfeiture. Any funds so forfeited shall be deposited in the State Treasury and credited to the State School Fund. Notice of the existence of these provisions of law and implementing institutional regulations prohibiting hazing, together with the campus location where verbatim copies can be obtained, shall be published in all campus general catalogs. This section shall become operative January 1, 1988, and shall remain in effect only until January 1, 1994, and as of that date is repealed unless a later enacted statute, which is chaptered on or before January 1, 1994, extends or deletes that date

Faculty Handbook: Updated January 12, 2009, Submitted by Academic Affairs

Discrimination: Principle and Basic Definition

Holy Names University is committed to maintaining a humane atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships, and in which the race, color, creed, national or ethnic origin, sex, age, disability, veteran status of an individual or group are respected and not disparaged.

Sexual Harassment: Principle and Basic Definition

Holy Names University is committed to maintaining an atmosphere conducive to teaching, learning, and working. Sexual harassment is inimical to such an atmosphere and will not be tolerated.

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behaviors of a sexual nature where: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or professional performance decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Education and Communication

Through policy statements in all handbooks, faculty, staff and students of the University are informed of the University stance against discrimination and sexual harassment.

Workshops are held periodically to review with work supervisors and all faculty and academic supervisors the University policy and procedures concerning discrimination and sexual harassment.

Grievance Procedure

- A. A member of the faculty or staff or a student who believes he/she has been the object of sexual harassment should so inform one or more of the following: The Division/Department/Institute Chair, or the Vice President for Academic Affairs; the Supervisor, or the Vice President for Finance and Administration, who is the Chief Personnel Officer; the Vice President for Student Affairs or the Assistant Dean for Residence Hall Life.
- B. Whichever individual is contacted will try to work out informally, with only the parties involved, a solution of the situation, without precedent, acting promptly and in such a way that the privacy and rights of all parties are protected as much as possible. If a

resolution is not reached within three to five days, the complaint will be taken to the next step.

- C. Failing a solution reached informally, the contacted individual will take the following steps. (At this point, and within three working days, if the annually appointed person was the one originally contacted, he/she will pass the problem to the appropriate administrator, i.e., to the Vice President for Academic Affairs if the person bringing the complaint was a faculty member; to the Vice President for Finance and Administration, for a staff member; or to the Vice President for Student Affairs for a student.) Within ten working days, that administrator will:
- Require that the complaint be put in writing with sufficient specificity.
 - Insure that the person bringing a complaint founded in fact will suffer no retaliation.
 - Arrange for the person charged to be notified promptly and to be given opportunity to respond; his/her written response is to be returned to the administrator within five working days.
- D. At this stage, and within ten working days, recommendations are made to the appropriate members of the Senior Administrators Council. If the complaint is found to be valid, disciplinary action consistent with the degree of seriousness of the offense shall be taken. Such action might be a written warning or suspension or termination, even immediate termination for cause. This decision will be given in writing to the complainant and the accused within ten working days.
- E. Any disciplinary action taken may be reviewed through use of the grievance procedure described in the appropriate Handbook: Faculty (Section 2.14), Staff (Section V.20, and in Personnel Manual available in the Business Office), and Student (Section VI).

Staff Handbook: Updated September 1, 2009, Submitted by Human Resources

Holy Names University is committed to maintaining the campus community as a place of work and study for faculty, administrators, staff, and students, free of unlawful harassment. University policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, gender identity, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. **All such harassment is unlawful.** The University's anti-harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment by any employee of the University, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and
- Retaliation for reporting or threatening to report harassment or has exercised his or her employment-related rights under this policy or under law.

If you believe that you have experienced or have observed harassment in violation of this policy, bring your complaint to the Director of Human Resources or if the Director of Human Resources is unavailable to you, then to the Vice President for your work area. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. The University will assess the complaint, including investigation of facts where necessary.

If the University determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the University to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A University representative will advise all parties concerned of the results of the investigation. The University will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The University encourages all employees to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book. See last page of the Handbook for addresses and contact information.

DISCIPLINE/GRIEVANCE POLICY

HNU Student Code of Conduct: Updated August 2009, Submitted by Student Affairs

GENERAL INFORMATION

Holy Names University strives to help students grow into increasingly responsible and community-minded persons, and to provide its students, staff and faculty with an environment conducive to the pursuit of knowledge. Such an environment is based upon respect, trust, and integrity among all members of the community.

It is the intention of this Code to clarify the standards of behavior that are considered essential to the university's educational mission and its community life. The Student Code of Conduct is applicable to all students including, but not limited to, undergraduate and graduate students. All students are responsible, and may be held accountable, for the actions and behaviors of their guests. The university reserves the right to review the conduct of any student on or off campus that is deemed to be in conflict with the student code of conduct.

Holy Names University reserves the right to suspend or dismiss a student for violation of its policies or regulations or for conduct inimical to the best interest of the university or to other students in attendance.

Questions concerning these policies should be forwarded to the Vice President for Student Affairs.

ARTICLE I: DEFINITIONS

1. The term University means Holy Names University.
2. The term "student" includes all persons taking courses at Holy Names University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the university or who have been notified of their acceptance for admission are considered "students" as are persons who are living in university residence halls, although not enrolled in this institution. This Student Code applies at all locations where University-related business is conducted (e.g., athletic events, community-based learning sites).
3. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

4. The term “university official” includes any person employed by the university, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, university official or any other person employed by the university. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Holy Names University (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition.
8. The terms “Hearing” or “Hearing Panel” means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed. A single person could be authorized to serve as the hearing panel.
9. The term “Student Conduct Administrator” means a Holy Names University official authorized on a case-by-case basis by the Vice President for Student Affairs to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President for Student Affairs may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Vice President for Student Affairs may authorize the same Student Conduct Administrator to impose sanctions in all cases.
10. The term “Appellate Board” means any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a Hearing Panel’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Vice President for Student Affairs is that person designated by the President of Holy Names University to be responsible for the administration of the Student Code.
14. The term “policy” means the written regulations of Holy Names University as found in, but not limited to, the Student Code, Residence Life publications, the University’s web site, and Graduate/Undergraduate Catalogs.
15. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Holy Names University faculty or staff ; (4) engaging in any behavior specifically The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

17. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the university community submitted the charge itself.

18. The term “Accused Student” means any student accused of violating this Student Code.

ARTICLE II: STUDENT CODE AUTHORITY

1. The Vice President for Student Affairs, or designee, shall determine the composition of Hearing Panels and Appellate Boards and determine which Hearing Panel, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.
2. The Vice President for Student Affairs, or designee, shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Hearing Panel proceedings that are not inconsistent with provisions of the Student Code.
3. Decisions made by a Hearing Panel and/or Student Conduct Administrator shall be final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the Holy Names University Student Code - The Holy Names University Student Code shall apply to conduct that occurs on university premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President for Student Affairs shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Conduct (Rules and Regulations) - Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV (Student Conduct Code Proceedings):

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any university official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the Holy Names University or property of a member of the university community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of Holy Names University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
8. Violation of any Holy Names University policy, rule, or regulation published in hard copy or available electronically on the university website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by university regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at university sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Holy Names University premises or at functions sponsored by, or participated in by, the Holy Names University or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on Holy Names University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.

- c. Use of another individual's identification and/or password.
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member or Holy Names University Official.
- e. Use of computing facilities and resources to send obscene or abusive messages.
- f. Use of computing facilities and resources to interfere with normal operation of the Holy Names University computing system.
- g. Use of computing facilities and resources in violation of copyright laws.
- h. Any violation of the Holy Names University Computer Use Policy.

17. Abuse of the Student Conduct System, including but not limited to:

- a. Failure to obey the notice from a Student Conduct Board or university official to appear for a meeting or hearing as part of the Student Conduct System.
- b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
- c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
- d. Institution of a student conduct code proceeding in bad faith.
- e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
- f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

18. Students are required to engage in responsible social conduct that reflects credit upon the Holy Names University community and to model good citizenship in any community.

C. Violation of Law and Holy Names University Discipline

- 1. Holy Names University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Affairs. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the Holy Names University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the Holy Names University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the Holy Names University community. The university will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the university community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

A. Charges and Student Conduct Board Hearings

1. Any member of the university community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Vice President for Student Affairs or designee, who will subsequently be referred to as the Student Conduct Administrator or administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within 10 calendar days.
2. The administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the administrator assigned to the case. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the administrator may later serve in the same matter as the hearing panel or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the administrator.
4. Hearing Panels shall be conducted by a panel according to the following guidelines except as provided by article IV(A)(7) below:
 - a. Hearings normally shall be conducted in private.
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
 - c. In Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Hearings concerning each student to be conducted either separately or jointly.
 - d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or Accused Student is responsible for presenting his or her own information, and therefore advisors are not permitted to speak or to participate directly in any

Hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

- e. The Complainant, the Accused Student and the Hearing Panel member(s)/administrator may arrange for witnesses to present pertinent information to the Hearing Panel. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Hearing Panel. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Hearing Panel with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Hearing Panel.
 - f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Hearing Panel at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Hearing Panel.
 - h. After the portion of the Hearing concludes in which all pertinent information has been received, the Hearing Panel shall determine (by majority vote if the Hearing Panel consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
 - i. The Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
5. There shall be a single verbatim record, such as a digital recording, of all hearings before a Hearing Panel (not including deliberations). Deliberations shall not be recorded. The record shall be the property of Holy Names University and will not be available to the Accused Student. (Note: it is likely that a computer will be used to record the proceedings of a hearing).
 6. If an Accused Student, with notice, does not appear before a Hearing Panel, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
 7. The Hearing Panel may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Vice President for Student Affairs to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges—Denial of specified privileges for a designated period of time.
 - d. Fines—Previously established and published fines may be imposed.
 - e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions—Work assignments, essays, service to the University, or other related discretionary assignments.
 - g. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h. Residence Hall Expulsion—Permanent separation of the student from the residence halls.
 - i. University Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - j. University Expulsion—Permanent separation of the student from the University.
 - k. Revocation of Admission and/or Degree—Admission to or a degree awarded from Holy Names University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - l. Withholding Degree—Holy Names University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Concerning discipline records:
 - a. Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, Holy Names University suspension, Holy Names University expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, Holy Names

University suspension, Holy Names University expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record six years after final disposition of the case, or the student's graduation from Holy Names University, whichever comes first.

- b. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV.
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.
 5. In each case in which a Hearing Panel determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Hearing Panel, the Hearing Panel and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

1. In certain circumstances, the Vice President for Student Affairs, or a designee, may impose a University or residence hall suspension prior to the hearing before a Hearing Panel.
2. Interim suspension may be imposed only:
 - a. to ensure the safety and well-being of members of the Holy Names University community or preservation of university property;
 - b. to ensure the student's own physical or emotional safety and well-being; or if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
3. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs or the Student Conduct Administrator may determine to be appropriate.
4. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Hearing Panel, if required.

D. Appeals

1. A decision reached by the Hearing Panel or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Hearing Panel and supporting documents for one or more of the following purposes:
 - a. To determine whether the Hearing Panel was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Hearing Panel.
3. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Hearing Panel and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

ARTICLE V: INTERPRETATION AND REVISION

- A. Any question of interpretation or application of the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
- B. The Student Code shall be reviewed every three years under the direction of the Student Conduct Administrator.

Faculty Handbook: Updated January 12, 2009, Submitted by Academic Affairs

GRIEVANCE AND COMPLAINT PROCEDURES

Definitions

A grievance is defined as an alleged misapplication or misinterpretation of any clause in the contractual relationship between the University and a faculty or staff member, delineated in Part II of the Faculty Handbook and in the Staff Handbook.

A complaint is defined as an alleged wrong, not a contractual matter, between an administrator or supervisor and a faculty or staff member, or between faculty or staff members; a faculty or staff member may also allege a complaint against a student in matters not academic or pertinent to discrimination or sexual harassment (Section 2.8.2 in this Handbook).

The University Standing Review Committee

The faculty as a whole will nominate and elect two tenured members of the faculty for terms of two and three years, respectively. Terms will start at the end of the spring semester. The President will likewise appoint two administrative persons for terms of two and three years, respectively. Such administrators should be selected from personnel who would not normally be parties to a faculty or staff grievance. These four will meet within ten working days of their appointment and will select one further faculty or administrative member for a two-year term as chairperson of the Standing Review Committee.

A vacancy in any position shall be filled by the appointing or electing body, within ten working days of the vacancy, to fill out the unexpired term of said vacancy.

Procedure: Step One

Presentation to Supervisor

A faculty or staff member who feels that there have been grounds for a complaint or grievance should first discuss in an informal manner the complaint or grievance with the supervisor having the authority to resolve the alleged complaint or grievance. In the case of a faculty member, this most often will be the Chairperson of the academic unit or the Vice President for Academic Affairs; for a staff person, the supervisor or the Chief Personnel Officer. In the case of faculty rank or tenure decisions, the President of the University is the supervisor. This informal resolution must be attempted within ten working days and a response given to the grievant or complainant within five additional working days.

Presentation to the University Standing Review Committee

Should this informal step fail to resolve the concern to the satisfaction of the complainant or grievant, he/she should submit the concern in writing, stating the nature of the complaint or grievance, citing the specific section in part II of the Faculty Handbook or in the Staff Handbook which is in dispute, and describing the informal steps taken to date with the specific named supervisor(s) and the remedy requested.

Within five working days of receipt of the informal resolution, this formal complaint or grievance should be filed with the University Standing Review Committee, which will then attempt to investigate, mediate, and resolve the complaint or grievance. The Committee shall have fifteen working days to make a decision, without precedent, in the matter. The Committee is empowered to do everything it can to bring about a resolution.

Committee Disposition of a Complaint

Should the Standing Review Committee find that the issue involves but a complaint, they will return a finding, without precedent, to the parties directly involved. The parties have five working days to accept the findings or work out a solution.

Should the complainant not be satisfied with the findings or the final action taken by the administrator involved, the complainant may within five working days appeal this to the President, who will render a final and non-appealable decision, without precedent, within fifteen additional working days.

Committee Disposition of a Grievance

In the case of an alleged grievance, the Standing Review Committee shall (1) determine if there is a grievance, and (2) make recommendations to the parties for a solution without precedent. If there is doubt about whether the issue is a grievance, the determination shall be that it is not. The parties directly involved have ten working days to accept or reject the findings of the Committee.

Step Two: Hearing

Should either party decide to reject the Committee's decision, i.e., decide to continue the case by requesting a formal hearing, that request shall be made within ten working days of receipt of the Committee's findings. The University Standing Review Committee will then select a chairperson for an ad hoc hearing panel who is not a party of interest, from the administration or faculty or staff of the University, and the grievant and the respondent will also select one each from the administration or faculty or staff who are not parties of interest. This three-person panel will hold a full hearing on the grievance. The panel will be

formed within ten working days of the request for such a hearing and will begin the hearing within ten additional working days.

The hearing will be conducted in private, and the parties will make no public statements about the case during the course of the hearing. During the proceedings, the grievant will be permitted to be accompanied by an advisor of his/her choice from within the University community or by legal counsel. The University may also have legal counsel present.

All parties to the grievance will have the right to obtain witnesses and present evidence. If either the University or the ad hoc committee feels that an independent medical and/or psychological opinion would be helpful in its deliberations, it may require the grievant to undergo a medical and/or psychological examination by an appropriate professional of the requesting party's choice and at the requesting party's expense. If the grievant fails to comply with such a requirement by the University or the ad hoc hearing panel, the ad hoc panel will dismiss the grievance. The University will cooperate with the hearing committee in securing witnesses and making available documentary or other evidence requested by the grievant to the extent not limited by contract or law. All parties will have the right to cross-examine witnesses. Where a witness has made a statement and cannot or will not appear, if the ad hoc hearing committee determines that the interests of fairness require admission of a statement, it will, if possible, provide for interrogatories. The ad hoc hearing panel will grant appropriate continuances to enable either party to investigate evidence or for any other appropriate reason.

The ad hoc hearing committee will not be bound by strict rules of legal evidence. Every possible effort will be made to obtain the most reliable evidence. The decision will take the form of: findings of fact, conclusions, and recommended disposition of the grievance without precedent. The findings of fact, conclusions, and recommended disposition must be based solely on the hearings records, on pertinent University procedures as set forth in the Faculty or Staff Handbooks or the University Catalog, on the law of the State of California and applicable federal law.

The hearing proceedings shall be recorded by the University and made available to the ad hoc hearing committee, and a transcript shall be provided at the expense of the party(ies) requesting it.

The ad hoc hearing panel will present its advisory decision within seven working days of the hearing to both parties and to the President of the University. This decision, insofar as it consists of a recommended disposition of the grievance, may be accepted or rejected by either party. Acceptance or rejection by each party will be communicated in writing to all persons involved within five working days of receipt of the committee's decision.

Step Three: Presidential Review

The President will review the findings and make a final decision on the grievance, without precedent, within ten working days of his/her receipt of a notice of rejection by the grievant or respondent of the ad hoc hearing committee report. Unless the President is a direct party to the grievance, the President's decision is final and non-appealable.

Step Four: Review of Record by Executive Committee of the Board of Trustees

Should the President be a direct party to the grievance, the grievant may file a petition to the Executive Committee of the Board of Trustees for a review of the record of the grievance. Such an appeal will be filed within five working days of the President's decision. Within sixty calendar days, the Executive Committee of the Board of Trustees will review the case and give a final decision on the grievance. Only when the President is directly involved will such a review take place. The Executive Committee shall be the sole judge of Presidential involvement in case a dispute on the President's involvement.

General Rules of Procedure and Special Provisions

All proceedings, from Step One through Step Four, will be closed and confidential to protect the parties and the institution.

In all cases, except for dismissal or suspension with pay, the burden of proof shall be on the grievant or complainant.

Time limits for each action in the Steps may be extended by mutual agreement of the parties involved and should be in writing to all parties.

Working days are identified in reference to the academic calendar and general staff holidays; personal holidays are not excepted from the count.

All grievances, except those in Section 2.8.2 of the Faculty Handbook, will follow this entire process. In a 2.8.2 situation, actions taken may formally be started with the process in 2.14.4, Step Two, on request of the grievant.

Should any grievant initiate court or agency action on the grievance, the President reserves the right to discontinue internal procedures or to continue the same to complete a record as the case may warrant.

Staff Handbook: Updated September 1, 2009, Submitted by Human Resources

A. Purpose

This grievance procedure is intended to resolve issues or conflicts regarding a staff member's employment. Issues concerning alleged adverse employment actions or decisions violating University policy or law, or any termination of employment of a staff member who has successfully completed the introductory period of employment, may be addressed.

B. Definition

A grievance is defined as a complaint of a staff member concerning a termination of employment of a staff member who has passed the introductory period, and/or concerning any other adverse employment action directly affecting the staff member and which the staff member believes is a violation of written University policy, or is a violation of any federal or state employment laws which apply to the University.

C. Step 1 -- Informal Resolution of Grievance

Informal discussion will occur between the grieving staff member and the immediate supervisor responsible for the decision or action at issue. The staff member shall initiate the discussion within ten (10) working days after learning of the decision or adverse action or after the staff member could reasonably have learned of it. The staff member and the supervisor shall attempt in good faith to discuss the grievance and explore its resolution.

D. Step 2 -- Department Head Review

If the matter is not satisfactorily resolved, then within ten (10) working days of the informal discussion, the staff member may file with the department head of the department in which the grievance arose, a written grievance stating the termination decision or adverse employment actions, the basis of the grievance, remedy requested, relevant dates, and relevant University policies and/or laws.

The department head will review the grievance and, where appropriate, meet with the staff member and/or the supervisor and/or any other persons. The department head shall provide the staff member, supervisor and Human Resources a written determination of the grievance within ten (10) working days after completing the review.

E. Step 3 -- Appeal to Department of Human Resources

If the matter is not resolved, then within ten (10) working days of receipt of the determination of the department head, the staff member may file with the Director of Human Resources an appeal stating the basis of the appeal and explaining why the determination of the department head should be changed.

The Director of Human Resources will review the appeal and, where appropriate, meet with the staff member and/or supervisor, department head and/or any other persons. The Director of Human Resources shall provide the staff member, department head and supervisor a written determination of the appeal within ten (10) working days after completing the review.

F. Step 4 -- Neutral Arbitration

If the staff member does not agree with the determination of the appeal by the Director of Human Resources and if the grievance concerned a termination from employment (after the successful completion of the introductory period of employment) which the staff member alleged to violate written University policy, or concerned any adverse employment action or decision alleged by the staff member to constitute a violation of law, then within twenty (20) calendar days of receipt of the determination of the appeal, the staff member may file with the Director of Human Resources a written request for neutral arbitration.

A neutral arbitrator shall be selected by mutual agreement of the staff member and the Director of Human Resources. If they cannot agree on an arbitrator, they will jointly submit the matter to the American Arbitration Association ("AAA") for its selection from its employment panel of an arbitrator experienced in University employment matters. If the staff member and the Director of Human Resources execute a written agreement for final and binding arbitration of disputes pursuant to the Employment Dispute Rules of AAA San Francisco, the arbitrator will determine the dispute, scheduling hearings as appropriate.

Within thirty (30) days of completion of hearings, the arbitrator shall issue a written decision, which shall be final, binding and conclusive upon the parties, and judgment thereon may be entered in any state or federal court having jurisdiction thereof.

The cost of the professional fees of the arbitrator shall be borne equally by the staff member and the University, unless the arbitrator awards otherwise pursuant to law or the written agreement referred to above otherwise provides.

NOTE: Any person having a complaint under any laws, orders, or regulations governing discrimination or harassment should contact the Director of Human Resources, whose address is the Department of Human Resources, 3500 Mountain Boulevard, Oakland, CA 94619.

Sexual Assault Policy
34 CFR 668.46(b)(11)

Updated: August 2007, Submitted by Student Affairs

Holy Names University deplors and prohibits sexual offenses of any kind (including but not limited to forcible sex offenses, non-forcible sex offenses, stalking, acquaintance rape, and the use of mind altering substances to facilitate any activity, including those that are sexual). Any such act committed against the integrity of another person will not be tolerated.

HNU is committed to providing students, faculty, staff, and administrators an environment free of sexual offenses. Actions the university provides includes:

- Educational information about sexual assault.
- Referral to appropriate counseling and mental health services.
- A reasonable change in academic and/or work situations (i.e., escorts, class sections) after an alleged sex offense is reported.

Information about educational and health-related programs is available from staff in the Student Success Center and Counseling and Psychological Services.

Reporting Sex-Offenses

HNU strongly encourages any member of its community to report a sexual offense immediately to campus and local authorities. Every incident of sexual assault reported will be investigated thoroughly, and with the consent of the victim, appropriate disciplinary, criminal, and legal actions will be initiated. Where there is probable cause to believe that HNU regulations prohibiting sexual assault have been violated, the university

will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the University.

If possible, in cases where an act of sexual misconduct occurs, evidence from any such incidents should be preserved and provided to the appropriate authorities (see below).

Disciplinary action initiated against a student as a result of a sexual offense is administered in accordance with university disciplinary proceedings under the authority of the Vice President for Student Affairs. When disciplinary action is taken concerning an alleged sex offense, the accuser and accused will have the same opportunity to have others present. This includes, but is not limited to witnesses, medical professionals and attorneys. Following such proceedings, both parties shall be informed of the outcome of those proceeding. In cases where the accused student is found in violation of HNU policy, HNU shall disclose to the university community the outcome of the case - limited to the perpetrator's name, a description of the violation, and the sanction applied. Sanctions that may be imposed against students are listed under the sanctions section of the [Student Code of Conduct](#).

A student charged with a sexual assault can be prosecuted under California criminal statutes and disciplined under the University's Student Conduct Code. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action. In all cases of possible sex offenses, individuals involved shall be informed of their options to notify law enforcement. Individuals shall also be notified of counseling services and options for changing academic and living situations. The decision to proceed with the resolution process will remain with the complainant. Every reasonable effort shall be made to maintain confidentiality and to protect the privacy of a complainant and an alleged offender in the investigation, resolution, compliance, and administering of this policy.

If an alleged sex-offense occurs at Holy Names University or at an event sponsored by the university, any evidence (i.e., clothing and condoms) pertaining to the alleged offense should be kept by the victim until it may be provided to authorities. If a student believes a substance was added to a beverage, that liquid should be kept if at all possible.

Alleged sex-offenses should be reported university authorities who upon learning of such incidents will maintain confidentiality and facilitate treatment. Reporting incidents in no way compels an individual to pursue a specific course of action. However, reporting does enable an individual to be appraised of the medical, emotional, legal, and university judicial options for dealing with the assault. Medical attention is important for two reasons:

1. Testing and/or medical treatment of sexually transmitted diseases, pregnancy, or physical injuries, and
2. Evidence collection.

Report alleged sex-offenses to one of the following university staff members:

Director of Counseling and Psychological Services or Psychological Counselors
Director of Campus Safety
Director of Campus Life and Civic Engagement
Coordinator of Residence Life
Head Athletic Trainer or AT staff
Associate Dean of Student Affairs
Vice President for Student Affairs

When an incident of sexual assault is reported to any other member of the HNU community other than the Director of Counseling and Psychological Services or psychological counselors, that member must report the incident to a university administrator for statistical documentation.

Members of the HNU community who have been sexually assaulted are strongly encouraged to talk with a counselor, report the assault to Campus Safety and local police, and obtain medical assistance.

Counseling services are available through the Student Success Center and Counseling and Psychological Services (services are free).

Further information about sexual offenses may be found at: [Bay Area Women Against Rape \(BAWAR\)](#)

Campus Safety provides the following:

Assistance for Victims of Sexual Assaults

Campus Safety is committed to ensuring that students, employees, and other persons who have been sexually assaulted are provided treatment, medical, and counseling assistance and information, and that they are treated with sensitivity, dignity and confidentiality. Every effort is made to ensure that our educational environment promotes and assists prompt reporting of sexual assaults and provides compassionate support services for survivors. Prompt reporting of sexual assaults is encouraged. Sexual assault includes, but is not limited to, acts or attempted acts of rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery and acquaintance/date rape.

Reporting the Sexual Assault

Sexual assaults should be reported to the law enforcement agency having jurisdiction over the location where the crime occurred. Sexual assaults that occur on campus should be reported to the Oakland Police Department. When the crime occurs off campus, the Department of Campus Safety will assist the survivor by facilitating contact with law enforcement having jurisdiction over the location where the crime occurred. Reports may be made anonymously. The following is a list of support services that provide a variety of support options and resources for survivors of sexual assault.

Legal Options

Any person who has been sexually assaulted has several legal options; criminal prosecution against the assailant; and/or civil prosecution against the assailant; and/or the University disciplinary process if the assailant is an employee or student.

Criminal Prosecution

Notification or reporting to the police agency having jurisdiction over the location where the crime or attempted crime occurred begins the criminal prosecution. If the crime occurs off campus, Campus Safety can facilitate contact for the sexual assault survivor with the appropriate law enforcement agency and/or provide information as to how to contact them.

All law enforcement agencies have trained police officers who will facilitate medical and counseling services, referrals, evidence collection and information. You will be interviewed at a location of your choice and will be allowed or offered an advocate(s) to accompany you during all aspects of the investigation. Under California law, a sexual assault survivor's name and any identifying information can't be released without the survivor's written consent. *The protection of the survivor's name and any identifying information will be of the highest priority.* A survivor's decision to prosecute does not necessarily have to be made during the initial contact with officers and the survivor's decision determines officers' subsequent investigation protocol. Police Officers have legal authority to arrest the assailant as appropriate and to forward the case to the District Attorney's Office for criminal prosecution upon completion of the investigation. Campus Safety will also help ensure the survivor of sexual assault has an advocate from the court, the department, community agencies, and/or friends or family of their choosing to support them through the criminal prosecution process if the survivor decides to prosecute the assailant.

Civil Prosecution

Survivors of sexual assault can consult an attorney about initiating a suit in civil court against their assailant for damages. The purpose of civil suit is to compensate the survivor for the wrong done to them. A civil action can be brought against the assailant regardless of the decision to criminally prosecute.

If you become the Victim of a Sexual Assault

- Get to a safe place
- Notify the police agency having jurisdiction of the location where the crime or attempted crime occurred.
- Seek medical attention whether or not you intend to notify the police, even if you have not been seriously physically injured. A medical examination is important to check for sexually transmitted diseases, other infections, injuries, and pregnancy.
- Help preserve evidence. Physical evidence is paramount in helping to prosecute assailants. Evidence generally must be collected within 72 hours of the assault and only by a certified medical facility upon the request of a law enforcement agency. To preserve evidence after an attack, you should not change your clothes, bathe, shower, urinate, or take any other personal hygiene action before contacting police. If it becomes absolutely necessary that you change your clothes, each item should be packaged **separately in a paper bag**. If oral contact took place, do not brush your teeth, use mouthwash, smoke, chew gum, or drink a fluid. Do not straighten up the crime scene.
- Write down as much as you can remember about the circumstances of the assault and the identity of your assailant.
- Call a friend or family member to be with you.
- Breathe deeply and remind yourself that you are of value, and that what happened is wrong and in no way your fault.

How to Help a Friend

- Believe your friend. A few people are going to act as if your friend has lied or done something wrong. She/he will need your support.
- Listen carefully and do not laugh. People often laugh if they are embarrassed, nervous or out of fear.
- Help your friend to report the rape to someone who can help - a counselor, parent, staff or police.
- Let your friend know it is not her/his fault. People who have been touched inappropriately often feel that they have done something wrong.
- Be confidential and protect your friend's privacy. Talk to a trusted adult if the situation is bothering you. You are entitled to care too.
- Be verbal in letting your friend know that you care and that you support her/him.
- Write down what they tell you. They may be in shock and not remember those details later.

Ways to Avoid Rape

- Always walk briskly; look alert and confident, avoid carrying objects requiring the use of both arms.
- Stay away from isolated areas, day or night.
- Never walk alone when it is dark.
- If you are being followed, get away fast, change directions, and walk or run to a crowded area.
- Lock all doors to your car and residence, or dorm room at all times.
- Before you drive home, call your roommate, family or a friend so they will expect you and be aware if you are excessively late.
- Encourage group activities in early stages of a relationship.
- Take a self-defense class.
- Be aware of legislation that concerns your gender and contact legislators to express your views.

What to do in a Risky Situation

- Stay calm, consider your options and how safe it would be to resist.
- **Say "NO" strongly.** Do not smile; do not act polite or friendly.
- Say something like **"Stop it. This is Rape!"** This might shock the rapist into stopping.
- If the rapist is unarmed, fight back physically, **shout "NO!"** and run away as soon as possible.
- If the rapist is armed, try to talk him out of continuing the assault, or try passive resistance (pretend to faint/vomit/urinate, etc). Trust your instincts in the situation.

Reporting the assault is a way of regaining your sense of personal power and control. It enables you to actively protest the violent crime that has been committed against you. Taking steps or actions to report an assailant's activity, place, and style (even by anonymous means) will help prevent rape and protect other potential victims. Help is available!!!

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

34 CFR 668.46 (b) (13)

General Instructions for All Emergencies:

- Call 911 (Cell phone: 510-777-3211) for an emergency response by police, fire or medical.
- BE READY TO TELL OPERATOR:
 - 3500 Mountain Boulevard, Building Name and Room Number
 - The nature of the incident, please be specific
 - Will there be someone to meet them? Describe. Post someone to direct emergency responders from the roadway to your location
- Call the HNU Emergency Line for an on-campus Supervisor: 510-436-1234
- Follow-by-calling the front gate which is the 911 Relay Point. Give them information and directions to your position too. They will direct the responders from the front gate to your location.
- The front gate will initiate the Campus Emergency Response Team as needed.
- Take care of yourself: then administer to others.

Emergency Response Team (ERT): List

Vice President, Finance and Administration	510-436-1252, Hester Building, Room #6
Vice President, Student Affairs	510-436-1360, Brennan Hall, Room #50
Assistant Vice President for Facilities and Events	510-436-1516, Feehan Hall
Director of Campus Safety	510-436-1601, Founders Hall
Director, Marketing & Public Relations	510-436-1405, Founders Hall, Room #61

Confirmation of Event and Elevation of Response:

Any member of the ERT may assess and activate communications to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. HNU will, without delay, and taking into account the safety of the community determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The assessment will:

- (1) confirm that there is a significant emergency or dangerous situation
- (2) determine the appropriate segment or segments of the campus community to receive a notification
- (3) determine the content of the notification, and
- (4) initiate the notification system

Notification:

HNU uses a layered communications strategy to communicate with faculty, staff, students and community members in the event of an emergency. At the onset of an incident, you will likely receive limited information through a limited number of sources. Everbridge is the university's opt-in mass notification system. It allows university officials to deliver messages to faculty, staff and students in the event of a life threatening situation on campus.

If the system is activated you will receive emergency notifications via the contact listed in your emergency directory of information. This should include: your office phone, text messaging on your cell phone, email address and/or your home phone if listed. Voice messages will be delivered to the phone numbers you provide if the number is not answered.

During an emergency put your cell phone on silent mode, but keep it on. Emergency notifications and alerts will be sent. Stand by for periodic updates. If you are in a group conserve batteries and appoint one person at a time to turn their phone on to stay in the communication loop.

Communications may come to you in several forms such as: Alarms, voice mail, texting, emails, flyers, and by word of mouth. Regard communications from campus officials as serious and follow instructions immediately. Additional updates will be posted on the HNU webpage: www.hnu.edu.

Emergency Drills and Exercises:

The posting and testing of the emergency responses and evacuation procedures will be conducted on an annual basis. These drills may be announced or unannounced. Each drill will include a date, time, location, comprehensive written scenario plan, a post event debriefing, and an after action report.

General Instructions for Evacuation:

In the event of a required evacuation of a building, or the entire campus, you will be notified through any number of emergency communication methods, including Everbridge Emergency Notification System, phones, radios, email, alarms, and verbal word-of-mouth.

- Take all emergency communications very seriously
- An evacuation could be for a specific building, or could involve the entire campus
- Fire alarms may or may not be activated, depending on the nature of the emergency.
- For building evacuations, exit the building as quickly and calmly as possible and congregate at the designated assembly area (EAA). (See attached MAP.)
- Do not re-enter an evacuated building until you are instructed it is safe to do so by a Campus Official or emergency personnel.
- For a campus wide evacuation, follow directions of emergency personnel.

If instructed to leave campus:

- Drive carefully. Extra caution is required any time you are excited, worried, or distracted by an emergency.
- Watch for bicycles, pedestrians, and emergency vehicles.
- Traffic signals might not be working, use 4-way stop sign traffic rules
- Expect traffic back-ups
- Be patient
- Follow traffic directions and flow from Campus Safety Staff or other safety officials. We can move traffic off-campus very swiftly if we keep the traffic flow in one direction and we all work together.
- If normal exits are blocked, you will be directed to an alternate route.
- If you are in doubt about whether to report back to campus, call your department, supervisor or check the various HNU emergency notification systems for information.

MISSING STUDENT POLICY

34 CFR 668.46 (b) (14)

Approved by President's Cabinet: February 9, 2010

In the interest of student safety, Holy Names University complies with the following Missing Person Policy as required by the Higher Education Opportunity Act of 2008.

Holy Names University considers a resident student to be a "missing person" if the person's absence interrupts their usual pattern of behavior (i.e., not attending class, not eating meals in the cafeteria) and there is concern that the missing person is a victim of unusual circumstances or foul play.

Students who are under the age of eighteen years-old, and are not emancipated are considered minors. In the event that such persons are determined missing, the University will notify a custodial parent or legal guardian in addition to the student's designated contact. With students who are over the age of 18 years-old, the University will contact the person who the student has acknowledged as the designated contact. All students will be given the opportunity each academic year to designate an individual or individuals to be contacted by the University in the event that they have been determined to be missing. This designation will remain in effect unless changed by the student.

Procedures:

Any individual who has reason to believe a resident student is missing should notify the Director of Campus Life, Director of Campus Safety, or Vice President for Student Affairs as soon as possible.

1. The student's designated contact will be officially notified by the Vice President for Student Affairs, or designee, no later than 24 hours (or as soon as possible) after the student has been determined by University officials to be missing.
2. The Vice President for Student Affairs, or designee, will gather information from the individual reporting the student missing as well as the resident's roommate and/or acquaintances to determine who the student may have last been seen with and what they were wearing, as well as other distinguishing information (i.e. class or work schedule, vehicle description, information about the student's well being as of late).
3. No later than 24 hours (or as soon as possible) after determining the student is missing, the Campus Safety Office will provide local law enforcement with a Missing Person's Report.
4. Campus staff will be notified and be included in the information gathering to determine what has happened to the student (i.e. staff, professors, coaches, etc).

FIRE SAFETY POLICY

34 CFR 668.49

Student Handbook: Updated Spring 2010, Submitted by Resident Life

Fire Safety

Fire safety starts with prevention. To prevent fires and accidents residents must use common sense and follow these simple guidelines:

- Use only approved electrical appliances.
- Use caution when using electrical appliances.
- Don't leave electrical appliances unattended.
- Halogen lamps are not permitted in student housing.
- Be certain that any materials used for decorating are fireproof.
- No open flames of any type, burning of incense, possession of combustible chemicals; multiple outlet adaptors or ungrounded electrical appliances are allowed in University Housing.
- There are fire extinguishers located throughout the residence halls. They are to be used only in the event of a fire, and are not to be tampered with.
- Exit signs, which indicated exit routes, particularly during an emergency, are located strategically throughout the building.
- When an alarm is activated, it will sound throughout the entire building, and the entire building must be evacuated.
- All hallways and walkways must be kept clear to allow for safe entry and exit to and from all rooms in accordance with fire and safety codes.
- Do not tamper with fire equipment. Individuals who are found tampering with first alarms or fire safety equipment will be subject to disciplinary action, with eviction from housing being a possible sanction.

Evacuation Procedures

Specific evacuations procedures for each building will be explained by the residence life staff and are posted on room doors. When the alarm sounds, everyone must evacuate the building. The Residence Life Staff will call Oakland Fire Department/Police. Do not panic! Follow these simple instructions:

- Turn off rooms lights.
- Close windows and doors. The Residence Life Staff will attempt to check each room to make certain that everyone has evacuated (as the nature of the emergency permits).

- Grab a coat and shoes and leave in an orderly fashion as instructed in the evacuation (as the nature of the emergency permits).
- Do not use the elevator.
- Use exits closest to your location.
- Stand away from the building in the designated area.
- The Residence Life Staff will inform students when they may return to the building.
- Deliberately remaining in a building during an evacuation is a danger to yourself and to others who will enter the building to find you. This policy also applies to fire drills.

Smoking Prohibitions

Holy Names University seeks to promote an environment for work, study, and living that is healthy, productive and mutually comfortable for smokers and nonsmokers. The following policy and prohibitions apply to all members of the HNU community, including guests and visitors.

Smoking is prohibited inside HNU buildings and within 25 feet of all doors and windows. Smoking is prohibited inside HNU vehicles and/or vehicles rented and/or used for university business.

- Smoking involves the combustion of any cigar, cigarette, pipe, or any similar articles using any form of tobacco or other combustible substance in any form.
- Conflicts should be brought to the attention of the appropriate department supervisor or a university administrator, who shall take immediate corrective action using this policy as a guide.

Questions regarding this policy should be directed to the Vice President for Student Affairs, the Vice President for Business and Finance, or Director of Human Resources.

Candles

Candles (including unburned, decorative candles), incense and other objects with open flames are considered extremely dangerous due to the potential for fire and are prohibited in both private and public spaces.

Cooking

All cooking in residence halls is prohibited. The residence halls are not designed or equipped for cooking. Residents may use hot pots, coffee pots and hot air popcorn poppers. All other cooking equipment, including, but not limited to the use of toaster ovens, rice cookers, steamers, electric frying pans, electric grills (George Foreman Grills), portable stoves and toasters are prohibited.

Fire drills

Residential Fire Drills are conducted twice each semester. The drills are announced and practiced for continued education and review of policy.

Fire Education

The Residential Assistant staff receives fire extinguisher training in the second week of August each year. Campus Safety hosts a fire extinguisher training exercise once each semester conducted by the Oakland Fire Department which is open to all faculty, staff and students. Campus Safety conducts fire safety presentations with video and handouts during September Campus Safety Month. Campus Safety provides Fire Safety Information during the Annual Health and Safety Fair held each year.

Emergency Response Team (ERT) List:

Vice President, Finance and Administration	510-436-1252, Hester Building, Room #6
Vice President, Student Affairs	510-436-1360, Brennan Hall, Room #50
Assistant Vice President for Facilities and Events	510-436-1516, Feehan Hall
Director of Campus Safety	510-436-1601, Founders Hall
Director, Marketing & Public Relations	510-436-1405, Founders Hall, Room #61

On-Campus Residential Fire Systems:

Building	No. of levels	Building Use	Existing Fire Alarm System
Founders Hall	2	Administrative Offices and Staff Residences	Autocall auxiliary Box System
Soda Commons	1	Resident Halls, Common Living Area and Support Spaces	Autocall auxiliary Box System
Durocher Hall	5	Resident Halls, Common Living Area and Support Spaces	Autocall auxiliary Box System
Feehan Hall	3	Resident Halls, Common Living Area and Support Spaces	Autocall auxiliary Box System
Dunn Hall	5	Resident Halls, Common Living Area and Support Services	Autocall auxiliary Box system

Future Plans

The existing campus has an older fire alarm system that is being evaluated for upgrade. HNU has retained The Fire Consultants, Inc (TFC) to evaluate the existing alarm system and the fire alarm needs of the various buildings on campus to develop a feasibility study of keeping, upgrading, or replacing the existing fire alarm system.

Report Conclusion

The Office of Campus Safety is committed to working with the University community to resolve all criminal matters in a timely fashion. All members of the Campus Safety department know that for this to happen they must cooperate and work hand-in-hand with faculty, staff, and students. By working together, we can create a safe and secure environment.

Bibliography:

U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington, D.C., 2011.

**CRIME STATISTICS
CLERY REPORT
FOR YRS 2008/09/10**

	2008	2009	2010
Criminal Offenses – On Campus	0	0	0
a. Homicide: Murder & Non-negligent Manslaughter	0	0	0
b. Homicide: Manslaughter by Negligence	0	0	0
c. Sex offenses - forcible	1	0	0
d. Sex offenses – non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	11	14	7
h. Motor vehicle theft	1	0	0
i. Arson	0	0	0
j. Larceny			
Criminal Offenses – On Campus Student Housing Facilities. Resident Halls are a subset of on-campus.			
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – forcible	1	0	0
d. Sex offense – non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	5	6	2
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Criminal Offenses – Public Property			
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – forcible	0	0	1
d. Sex offenses – non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	1
g. Burglary	0	1	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Hate Offenses – On campus	2008	2009	2010
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – forcible	0	0	0
d. Sex offenses – non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0

	2008	2009	2010
Hate Offenses – On campus Student Housing Facilities	0	0	0
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - forcible	0	0	0
d. Sex offenses – non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Hate Offenses – Public Property	0	0	0
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – forcible	0	0	0
d. Sex offense – non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Arrests – On campus			
a. Illegal weapons possession	0	0	0
b. Drug Law violations	0	0	0
c. Liquor Law violations	0	0	0

Arrests – On campus Student Housing Facilities			
a. Illegal weapons possession	0	0	0
b. Drug Law violations	0	0	0
c. Liquor Law violations	0	0	0

Arrests – Public Property	2008	2009	2010
a. Illegal weapons possession	0	0	0
b. Drug Law violations	1	0	0
c. Liquor Law violations	0	0	0
Disciplinary Actions – On Campus			
a. Illegal weapons possession	0	0	0
b. Drug Law violations	0	0	16
c. Liquor Law violations	0	40	21
Disciplinary Actions- On Campus Student Housing Facilities			
a. Illegal weapons possession	0	0	0
b. Drug Law Violations	0	0	16
c. Liquor Law Violations	0	40	21
Disciplinary Actions- Public Property			
a. Illegal weapons possession	0	0	0
b. Drug Law Violations	0	0	0
c. Liquor Law Violations	0	0	0

FIRE STATISTICS CLERY REPORT FOR YRS 2009

Fire statistics	Founders Hall	Durocher Hall	Feehan Hall	Dunn Hall
Unintentional Fire				
Cooking	0	0	0	0
Smoking materials	0	0	0	0
Open flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous Products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
Intentional Fire	0	0	0	0
Undetermined Fire	0	0	0	0
Deaths	0	0	0	0
Injuries	0	0	0	0
Property value	0	0	0	0

FOR YRS 2010

Fire statistics	Founders Hall	Durocher Hall	Feehan Hall	Dunn Hall
Unintentional Fire				
Cooking	0	0	0	0
Smoking materials	0	0	0	0
Open flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous Products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
Intentional Fire	0	0	0	0
Undetermined Fire	0	0	0	0
Deaths	0	0	0	0
Injuries	0	0	0	0
Property value	0	0	0	0

Community Resources

Crisis Hotlines and Counseling Centers

Alameda County Medical Center–Oakland Consortium on
Sexual Assault ‘1411 E. 31st Street Oakland, CA 94602
510-437-4688

Help is available for victims of sexual assault and their families at the Highland Sexual Assault Center. The Center can be reached 24 hours per day at (510) 534-9290 or (510) 534-9291. The Center provides:

- 24 hour crisis line
- Emergency medical examination and treatment
- Advocacy and accompaniment to deal with police and court
- Counseling and support for the victim and/or family
- Self-defense training
- Prevention and Education programs
- Information and referral for other needed services

Alameda County Mental Health
510-430-9401

Asian Community Mental Health – Berkeley (Counseling Cambodian,
Chinese, Japanese, Laotian, Mien, Tagalog, Tai, and Vietnamese Speaking)
510-451-6729

Bay Area Women Against Rape (BAWAR)
7700 Edgewater Drive, Ste. 630, Oakland, CA 94621
510-430-1298

Berkeley Mental Health Program
510-644-8712

Casa del Sol – Berkeley (Spanish Speaking Counseling)
510-535-4000

Community Violence Solutions – Antioch
301 West 10th Street, #3, Antioch, CA 94509
925-706-4290

Community Violence Solutions – San Pablo
2101 Van Ness Street, San Pablo, CA 94806
510-237-0113

Crisis Support Services of Alameda County – Crisis counseling for suicide and grief
510-849-2212 (Berkeley/Oakland); 510-889-1333 (Hayward/Fremont)

Native American Health Center – Berkeley
510-261-1962

San Francisco Women Against Rape
3543 – 18th St., #7, San Francisco, CA 94110
415-861-2024, www.sfwar.org

San Leandro Community Counseling
510-638-6603

Suicide Prevention and Crisis Intervention
415-781-0500 (San Francisco); 510-849-2212 (East Bay); 800-746-8181 (Sonoma)

TriValley Haven
3663 Pacific Avenue, Livermore, CA 94550
800-884-8119, 925-449-5845

Self-Defense Courses

Bay Area Women Against Rape (BAWAR)
7700 Edgewater Drive, Suite 630, Oakland, CA 94621
24hour Crisis Line: (510) 845RAPE (7273), Business: 510-430-1298

Impact Bay Area
146 East 12th Street, Oakland, CA 94606
510-208-0474,
info@impactbayarea.org, <http://www.impactbayarea.org/>

UC Berkeley Gender Equity Resource Center
202 Cesar Chavez Student Center
510-643-5727, <http://students.berkeley.edu/osl/geneq.asp>

UC San Francisco Center for Gender Equity Self Defense
100 Medical Center Way, Parnassus Campus
http://www.ucsf.edu/cge/srv/self_defense.html

Women Defending Ourselves/Women's Safety Project
www.wdo.org

Advocacy, Education, Resources, and Community Activities

California Coalition Against Sexual Assault (calcasa.org)
<http://www.calcasa.org/>

Destiny Arts Center
www.destinyarts.org

Family Violence Prevention Fund
383 Rhode Island Street, Suite 304, San Francisco, CA 94103-5331
415-252-8900, www.endabuse.org

Men Overcoming Violence
415-626-6683

NAACP
www.naACP.org

Oakland Men's Project
510-835-2433

Rape, Abuse, and Incest National Network (RAINN)
Hotline: 8006564673 ext.
3, Business: 202-544-1034, www.rainn.org

United Way of the Bay Area
221 Main Street, Suite 300, San Francisco, CA 94105
Help Link: 800-273-6222; Business: 415-808-4300;
Email: contact@uwba.org, www.uwba.org

YWCA
www.ywca.org

Legal Support

Bay Area Legal Aid
415-982-1300, www.baylegal.org

Family Violence Law Center
Northern Alameda County (Berkeley, Oakland, Albany, Emeryville, Piedmont)
(Battered women only)
Restraining orders: 510-540-5354; Crisis line: 510-540-5370;
Business line: 510-540-5373

Legal Aid Society of Alameda County 451-9261

District Attorney's Family Violence Project
Hotline: 415-552-7550; Business: 415-553-1865

Asian Law Caucus
720 Market Street, Suite 500, San Francisco, CA 94102
415-391-1655

Victim Witness
The Victim/Witness Assistance Program provides a wide range of services to treat witnesses and victims with compassion and understanding, and to secure their cooperation so that cases can be successfully prosecuted.

Alameda County District Attorney
(510) 272-6180

Contra Costa County Victim Witness Assistance
(925) 646-2474, (510) 374-3272

San Francisco County District Attorney
(415) 553-9044

Domestic Violence Hotlines and Shelters

A Safe Place Oakland shelter for battered women
24hour Hotline: 510-536-7233

Asian Women's Shelter
Hotline: 415-751-0880, Business: 415-751-7110
www.sfaws.org

Battered Women's Alternative (BWA), Concord/Contra Costa County
888-215-5555

Child Abuse Reporting Hotline/Child Protective Services
415-558-2650, 800-856-5553 (San Francisco), 510-259-1800 (Alameda)

Community United Against Violence (CUAV)
24hour crisis line for gay and lesbian victims of domestic violence and hate crimes
415-357-1307

Emergency Shelter Program, Hayward
5107861246

Fremont – Shelter for women & children
510-357-0390, 800-215-7308

La Casa de Las Madres: A 24hour crisis intervention line that offers referrals and information to battered women and children, as well as emergency shelter and counseling, services also available in Spanish. Spanish Adult Helpline: 877-503-1850, Teen Helpline: 877-923-0700, Business: 415-333-1515
www.lacasa.org

Men's Hotline
A crisis line for battered men, services also available in Spanish 415-924-1070

Men Overcoming Violence (MOVE)
Counseling for batterers and prevention education on domestic violence, men & masculinity, and sexism
1385 Mission Street, Suite 300, San Francisco, CA 94103
415-626-6683

National Domestic Violence Hotline
Hotline: 800-799-7233, Business: 512-453-8117, www.ndvh.org

Riley Center – Rosalie House
Serves Bay Area women and their children who are victims of physical, sexual, or emotional abuse, with priority to those in immediate danger. Hotline: 415-255-0165, www.rileycenter.org

San Francisco Man Alive
Provides support and treatment for male batterers 415-552-4801

San Francisco Women against Rape (SFWAR)
A 24hour crisis line that provides counseling, medical and legal advocacy, and community prevention education 415-647-RAPE

San Leandro Shelter for South Asian Women
24hour Hotline: 510-794-6055

Woman Inc.
A 24hour crisis intervention and counseling line for battered women and adolescents dealing with domestic and dating violence. Hotline: 877DVHELPU, Business: 415-864-4777, TTY: 415-864-4765; www.womaninc.org

Women's Refuge
Berkeley shelter focusing on support for victims of domestic violence.
Hotline: 510-547-4663, Business: 510-658-7231



Students are:

...the most important
People on campus.
...not cold enrollment statistics
But flesh and blood human beings
With feelings and emotions
Like our own.
...not people to be tolerated
So that we can do our own thing.

THEY ARE OUR THING!

...not dependent on us. Rather
We are dependent on them.
...not interruption of our work
But the purpose of it.
Without students there would
Be no need for this institution.