CALIFORNIA STATE UNIVERSITY NORTHRIDGE

2020 ANNUAL SECURITY REPORT

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICIES & CAMPUS CRIME STATISTICS ACT (20 U.S.C. § 1092(F))

Clery Crime Statistics 2017-2019
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California State University Northridge

ANNUAL SECURITY REPORT

MESSAGE FROM THE PRESIDENT DIANNE F. HARRISON

California State University, Northridge (CSUN) is committed to the safety and security of all members of the CSUN community. This document has been compiled by the Clery Compliance Team on behalf of the University in compliance with the following federal laws:

- the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act;
- the 2008 Revision to the Higher Education Opportunity Act;
- California Education Code section 67380, which informs members of the community of institutional policies concerning campus security (including University Police law enforcement authority, crime reporting policies, alcohol and drug use, crime prevention, sexual assault and other matters of related importance);
- the Violence Against Women Reauthorization Act of 2013 (VAWA), which amends the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, commonly known as the Clery Act, under the Campus Sexual Violence Elimination Act provision (i.e., Campus SaVE Act).

This report contains statistics of the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by CSUN or any of its recognized student organizations; and on public property within or immediately adjacent to and accessible from the CSUN campus. Crime statistics are gathered from crimes reported to the university police department personnel, campus security authorities, and law enforcement agencies who provide public safety services to non-campus properties. Methods in which reports are received include the university police on-line reporting system, WE TIP anonymous reporting hotline, in-person police reports, and electronic or hardcopy forwarding of reported information. This report is available to the CSUN community both online at http://www.csun.edu/sites/default/files/clery-report.pdf and in person. Interested parties can request a hard copy of the report via: (a) in person at the CSUN Department of Police Services office at the corner of Darby Ave. and Prairie St.; (b) by phone—dial 818-677-5343 to reach Records Unit; or (c) by email to erika.breazile@csun.edu.

Although the following Notice of the availability of this report is normally made by October 1st of each year to enrolled and prospective students, and current and prospective employees, in 2020 this Notice of availability has been extended by applicable Regulations to December 31, 2020. Nonetheless, CSUN shall endeavor to distribute its Annual Security Report on the normal schedule, if possible. The Notice shall provide as follows:
• Notice to prospective students is made through information included with application materials provided by the Admissions and Records office.

• Enrolled students annually will receive an email notice from the Vice President of Student Affairs directing them to the “University Notice of Required Disclosures” page at http://www.csun.edu/admissions-records/your-right-to-know, which includes information about the Annual Security Report and other important required disclosures, summary descriptions and information on how to obtain a detailed copy of each disclosure.

• Current employees receive a notice included with the September pay warrants. Our prospective employees are informed by the Office of Human Resources website for Recruitment Services at http://www.csun.edu/careers/employee-notices and on the Faculty Openings webpage at http://www.csun.edu/faculty-affairs/faculty-openings.

PREPARING THE ASR

The Clery Director within the Office of the Vice President Administration and Finance with the cross-departmental Clery Compliance Team (CCT) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act Executive Order 1107. Individuals within the CCT include a Student Conduct Administrator, the Title IX Coordinator, the Police Chief, the Housing Director, the Greek Life Director, the Athletic Director, the Dean of Students and Vice President of Student Affairs, the Public Information Officer (PIO), the Director for International Programs, and Campus Counsel. The CCT will assist the Clery Director in the collection of information and required crime statistics, assist in developing, writing, reviewing and ensuring the accuracy of the ASR and campus policies required to be included in the ASR, assist in the proper identification of relevant Clery Act geography, assist in programming, developing, and providing training and outreach efforts on the campus for compliance, and assist in overall compliance with the Clery Act and state student safety.
## CLERY CRIME STATISTICS 2017-2019

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HATE CRIMES

2017 – There were no reported hate crimes.

2018 – There were (3) three crimes reported. One (1) crime was a larceny on the CSUN campus and indicated bias based on race. The other two (2) were vandalisms on the CSUN campus, the first was an indicated bias based on sexual orientation, and the second was an indicated bias of race, religion, and ethnicity.

2019 – There was (1) crime reported. The crime was a simple assault on the CSUN campus and indicated bias based on race.

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Hate crimes includes any offense in the following group: murder and non-negligent manslaughter, sexual assault including rape, fondling, incest and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.
Hate crime reporting is considered for all Clery geography including on-campus, residential facilities, non-campus buildings or property, and public property.

REPORTING CRIMINAL ACTIONS & EMERGENCIES

Criminal actions and other emergencies occurring on campus should be reported immediately to the Department of Police Services by calling (818) 677-2111 or dialing 911 from campus or cellular phone. Other reporting methods include “blue light” emergency telephones, yellow TTY enabled emergency call boxes, visit the Department of Police Services facility located at the corner of Prairie and Darby; or by contacting a police officer on patrol. A confidential "We Tip" line is also available at (818) 677-TIPS (8477). Crimes should be reported to the CSUN Department of Police Services for the purpose of making timely warning reports to the community and for disclosure in the annual crime statistics as stated in the Executive Order #1107 at https://calstate.policystat.com/policy/6590697/latest/.

The Department will respond by taking the following action(s) as necessary:

- Dispatch a police officer(s) and/or the Los Angeles City Fire Department to the scene of the reported incident.
- Investigate the incident.
- Take appropriate action(s) to identify, apprehend, and prosecute the person(s) responsible.
- Notify or request the assistance of other law enforcement and/or other agencies and university resources when necessary.
- Take action(s) and/or make appropriate notifications.

Pursuant to California Education Code section 67380(a)(6)(A), CSAs who receive reports from employees or students of a Part I violent crime, sexual assault or hate crime that occurred in an on or non-campus location as defined by the Clery Act, may not disclose to UPD or local law enforcement agencies the names of the victims or the alleged assailant, unless the victim consents to disclosing their name after being informed of their right to have their personally identifying information withheld. The name of the alleged assailant may be disclosed, however, if all of the following conditions are met:

i. The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and

ii. The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

While all campuses encourage members of their community to promptly report all crimes to UPD, campuses do have policies requiring confidential, exempt sources defined in the Clery Act (Professional and Pastoral Counselors) to report information disclosed to them of a crime in a confidential session. All confidential exempt sources are encouraged to provide victims of all options and support resources for reporting crimes on campus for administrative or criminal investigation and action.
CRIME LOG:


VOLUNTARY CONFIDENTIAL REPORTING

Describe procedures on your campus, if any, by which a person can make a voluntary, confidential report of a crime to be included in the annual security report.

Separately, state whether your campus encourages your professional and pastoral counselors to inform individuals they are counseling about the voluntary, confidential reporting options available to them (as described above) or whether you do not encourage them to do so.

Pursuant to California Education Code section 67380(a)(6)(A), CSAs who receive reports from employees or students of a Part I violent crime, sexual assault or hate crime that occurred in an on or non-campus location as defined by the Clery Act, may not disclose to UPD or local law enforcement agencies the names of the victims or the alleged assailant, unless the victim consents to disclosing their name after being informed of their right to have their personally identifying information withheld. The name of the alleged assailant may be disclosed, however, if all of the following conditions are met:

i. The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and

ii. The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

Note: all publicly available record keeping will be maintained without the inclusion of personally identifiable information about the victim.

TIMELY WARNINGS

The university will issue a timely warning as soon as pertinent information is available when a Clery reportable crime is reported to UPD or a designated campus security authority, occurred in a Clery defined geographical area, and a case by case analysis of pertinent facts known is completed and a determination is made a serious or continuing threat to the community exists.

The Chief of Police is responsible for the decision to issue a timely warning (or a management designee in the absence of the Chief) and will confer with the Clery Director if one is designated by the campus and available, upon receiving a report of an incident reported to a CSA and/or UPD. The Chief of Police, with the Clery Director if one is appointed and is available, will complete a case by case analysis utilizing open communication and collaboration analyzing the reported crime, the known pertinent facts of a reported incident, and determine whether the incident meets all of the following factors: 1) is a Clery reportable crime; 2) occurred in Clery defined geography; and 3) poses a serious or ongoing threat to the community.
If it is determined that any of the three factors are not met, then no timely warning will be issued. If it is determined that all three factors are met, the Chief of Police (or management designee in the absence of the Chief) will determine the content of the timely warning bulletin, disseminate the timely warning expeditiously in a manner likely to reach the entire campus community utilizing one or more, and not limited to, the following methods to issue the timely warning bulletin:

- All employee and student e-mail distribution
- University website
- Public area video display monitors
- Hard copies posted on campus building entrance doors

For clarity to the community when a timely warning is issued it will be titled “Timely Warning Crime Bulletin” and include the following:

- A statement that the Timely Warning Bulletin is being issued in compliance with the Jeanne Clery Act and the purpose is to provide preventative information to the campus community to aid members from becoming the victim of a similar crime.
- The Clery Act reportable crime that occurred
- The date, time, and location the crime occurred
- The date the Timely Warning Bulletin is issued
- A description of the suspect, and name if known, when the suspect is at large and evading apprehension and/or law enforcement is seeking assistance from the public to locate
- Preventative information specifically related to the type of crime which occurred that could help others from becoming the victim of a similar crime

The Timely Warning Bulletins will not include, under any circumstances, the name of the victim, or information so specific that would or likely could identify the victim of the crimes of sexual violence to include rape, dating violence, domestic violence, or stalking. Issuance of timely warnings will be delayed only if the issuance would compromise the apprehension of the suspect or compromise the ability of law enforcement to investigate the crime.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

STATEMENT OF POLICY FOR ADDRESSING SECURITY AND ACCESS

The CSUN Department of Police Services provides 24-hour patrol of university property including academic and administrative buildings, parking lots, and residence halls. All state laws and applicable federal codes are enforced on the campus. Security and safety conditions on campus are continually evaluated by members of the Department of Police Services, Environmental Health and Safety, and Physical Plant Management.

Officers patrol the campus on a regular basis and are responsible for reporting and investigating crimes, issuing traffic citations, responding to medical emergencies, traffic accidents, reports of fire, as well as other incidents that require police assistance.
Most campus educational facilities are open to the public during business hours (8:00am to 10:00pm). Certain facilities, including buildings, offices, and other areas of the campus may be restricted as to hours or access requirements. These restrictions are posted at each location. Access to campus residence buildings operated by Residential Life is restricted to residents, their guests, and university officials. Access to University Park Apartments is controlled by electronic card-keys.

MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The CSUN Department of Police Services regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Physical Plant Management for correction.

Under the direction of Environmental Health and Safety, members of the campus community, including representation from the Department of Police Services, conduct an annual night safety walk. The purpose of this walk is to find safety concerns that appear on the campus at night. Documentation is made of the findings and repairs/corrections are initiated and tracked through to completion.

The campus community is encouraged to report any safety concerns, exterior lighting, or emergency telephone malfunctions to Physical Plant Management at 818-677-2222 or to the Department of Police Services at 818-677-2111. In University housing areas, the housing maintenance department should be notified at 818-677-2234.

STATEMENT REGARDING FIREARMS AND WEAPONS

Any person who brings or possesses a firearm on the grounds of the university, without the prior written permission of the Department of Police Services Chief of Police, or as otherwise provided by law, is in violation of state law (California Penal Code, Section 626.9) and university regulations (Policy No. 800-01), and is punishable by imprisonment, university disciplinary action, or both. Additional California weapon laws affecting the possession of firearms, dirks, daggers, knives, batons, clubs, BB guns, etc. on California State University property are delineated within California Penal Code sections 626 through 626.11, 25400, 25850, and 26350. The Student Housing Rules and Regulations prohibiting all weapons, firearms, and ammunition are located at https://www.csun.edu/sites/default/files/student-housing-rules-and-regulations.pdf.

LAW ENFORCEMENT AUTHORITY

Under the California State University – the California State University Police Services and Public Safety Program, formerly Executive Order 1046, is the delegation of authority and responsibility to the campus president to implement campus police services and public safety program policies that are consistent with the California State University Police and Public Safety Policy guidelines. CSUN Department of Police Services’ Officers are vested with full law enforcement powers of arrest and meet or exceed training mandated by the California Commission on Peace Officers Standards and Training, as well as training designed to meet the needs of the university community. As state peace officers, their police authority extends throughout the state, including concurrent jurisdiction with the Los Angeles Police Department on the adjacent streets in the surrounding
community. California Penal Code 830.2 (c) states the following persons are peace officers whose authority extends to any place in the state: A member of the California State University Police Departments appointed pursuant to Section 89560 of the Education Code, provided that the primary duty of the peace officer shall be the enforcement of the law within the area specified in Section 89560 of the Education Code. Department of Police Services’ police officers enforce California State University policies, California state laws as well as Federal laws.

It is the policy of the CSUN Department of Police Services to comply with applicable federal, state and local laws. In keeping with this requirement, a memorandum of agreement (MOA) has been crafted with the Los Angeles Police Department to meet the requirements of the Kristen Smart Campus Safety Act of 1998. This law mandates that university police departments enter into written agreements with local law enforcement agencies in order to clarify operational responsibilities for investigation of Part 1 violent crimes occurring on campus. The Act was amended in 2015 to include violent crime reporting procedures within the university as well as the forwarding of said reports to the local law enforcement agency with which the campus has an operational agreement or MOU (i.e., LAPD – Devonshire Division). The CSUN Department of Police Services also has a letter of agreement with the Los Angeles Sheriff’s Office (LASO), Los Angeles School Police (LASPD), and California Highway Patrol (CHP) to provide a formal mechanism for the Department of Police Services to request assistance to augment university police resources. This assistance would normally be requested for such situations as demonstrations, marches, rallies, parties, dances or other situations as determined by the Chief of Police.

The Department prepares and submits a monthly Uniform Crime Report to the California Department of Justice and the Federal Bureau of Investigation. The Department also enters reported stolen vehicles and property with serial numbers into the National Crime Information Center computer, allowing for recovery throughout the United States.

As an active member of the criminal justice system, the Department of Police Services interacts and cooperates with other state and local law enforcement agencies. Cases are filed with both the Los Angeles City Attorney and the Los Angeles County District Attorney. Information may also be given to the Office of the Vice President for Student Affairs for internal judicial process involving students.

The University requests that all crimes or suspected crimes be reported accurately and promptly to the Department of Police Services and/or the appropriate law enforcement agency where the crime occurred, to include when the victim elects to or is unable to make a report. Crimes occurring on University properties leased by Medtronic Inc. should be reported to the Los Angeles Police Department. Crimes occurring on University properties leased by Northridge Academy High School should be reported to the Los Angeles Unified School District Police or the Los Angeles Police Department. Should there be a question as to whom a crime should be reported to, contact the CSUN Department of Police Services for assistance.

Two police investigators are assigned full-time to follow up on crime and incident reports. They are responsible for follow-up investigations, apprehending suspects, recovering property, preparing cases for filing, and making crime prevention recommendations or referring people to the Department of Police Services Crime Prevention Unit to reduce the chance of criminal activity.
There are very limited circumstances in which investigators of the Department of Police Services may remove reports of crime that have been determined as “unfounded.” “Report Unfounded” shall only be indicated within the department’s records management system when:

- The crime or incident alleged in the original report did not occur, or did not occur in the Department’s jurisdiction.
- The same crime or incident has been reported more than once. (The most accurate and thorough crime report shall be retained. Any additional report should be unfounded).
- "Specific intent" is a necessary element of the original crime, and the district attorney, city attorney or Investigations Unit commander determines that investigative efforts have failed to prove that specific intent exists. **NOTE:** Even if the incident, absent the element of specific intent, is still a crime, the original report shall be reclassified to that crime.

All reported Clery crimes determined as “unfounded” and subsequently withheld from the reported crime statistics are disclosed within the Crime Statistics section of this Annual Security Report.

**SECURITY PROCEDURES AND PRACTICES**

Members of the CSUN community must take responsibility for their own personal safety, the safety of others, and their property (when possible), as they do when away from the University. Members of the community are strongly encouraged and constantly reminded by the Department of Police Services throughout the year to:

- Promptly report all crimes and suspicious persons or activity to University Police.
- Always be aware of your personal safety and your surroundings.
- Never leave your property unattended and lock bicycles and doors and windows to your car, office, and residence.
- Always double check your doors and windows to ensure they are completely closed and locked before you go to sleep or leave your room or residence.
- Keep all valuables with you or leave them at home.
- Walk on well-traveled pathways and in well-lit and populated areas. Walk with friends or groups when possible.
- Call the Department of Police Services for a safety escort if you feel afraid or need to walk in isolated areas or at times when areas are unpopulated or closed.
- Get to know people in and around your place of residence. Do not invite or let unknown people into your residential building, nor go with them to an unfamiliar place. If you know someone by their first name only or met them on the internet, consider them a stranger.
- Engrave owner identification numbers onto electronics and items of value, keep a list of serial numbers and description of property, and provide it to the Police in the event your property is stolen.
- Use the internet wisely and never send money or provide personal identifying information, credit card information, or bank information to someone you do not know or to a company or person you did not initiate contact with on your own (such as Airlines, Department Stores, Amazon, etc.).
• Use good bicycle theft prevention measures. Use a combo or flat key U-lock. Most cable locks can be and are easily cut. Lock both the front and rear wheels when possible and make sure to put your lock(s) through a closed part of the bike frame. Wheels can easily be taken off. Register your bike with the Department of Police Services and use the campus bicycle compounds. Although all bikes are prone to theft, the newer and more expensive a bike is, the more of a target it will be.

CSUN through the Department of Police Services offers other programs to enhance the security awareness and safety of its campus community. Such programs include, but are not limited to:

• **Analytic Closed Caption Television (CCTV)** – the university uses a state-of-the-art video surveillance system on campus which incorporates video analytics, allowing the University to further enhance its security/safety efforts while “future proofing” their investment.

• **Amber Light Patrol** – Parking enforcement officers patrol parking lots and structures with their amber lights on to be visible to those who need assistance with vehicle lock-outs and jumpstarts. *Wallet cards are available at the Department of Police Services.*

• **Personal Safety Escort Program** – Personal Safety escorts are provided to locations on campus during hours of darkness. For a night safety escort, please call 818-677-2111. *There were 4,144 safety escorts provided in 2019.*

• **Security Surveys** – Departments can request a security survey be conducted and the Department of Police Services will evaluate the concerns and make recommendations.

• **Intrusion and Duress Alarm Assessments** – Departments can request a site survey/assessment be conducted and the Department of Police Services will evaluate the concerns and needs of a security alarm system making recommendations where needed.

• **STOP Anti-Theft Program** - Security plates adhered to computers and other electronics items and is available for the both personal and state owned. The serial and production information is uploaded the STOP website case the item is lost or stolen. The department facilitated the application of 168 STOP plates.

• **Matador Bicycle Compound and Bicycle Registration** – The Bicycle compounds are fully enclosed and more secure locations to park bicycles on campus. Cyclists are given access to the bicycle compounds located in the B3, B5 and G3 parking structure and in Student Housing. Additionally, cyclists can register their bicycles with the department. In 2019 51 bicycles were registered with the department and also for the compound. For more information and to enroll in the program, call 818-677-3946 or visit the Department of Police Services at the corner of Darby Avenue & Prairie Street.

See the below Crime Prevention Programs section for information on both specific security and public safety programming provided to the campus community in 2019.

**CRIME PREVENTION PROGRAMS**

CSUN provided community wide or audience specific outreach and program efforts that included in person presentations and tabling events from University Police Officers, Klotz Student Health Center professional and student staff, Residential Life professional and student staff, as well as Greek and other Student Life
representatives. Campus educational programming in 2019 was comprehensive and intentional; integrating programming initiatives, strategies, and campaigns intended to inform the campus community about safety procedures and ways to prevent crime.

Details on the variety of crime and controlled substance prevention topics are available from the Department of Police Services (DPS) in separate publications at the Department of Police Services or the Department’s website http://www.csun.edu/police/ and the University Student Health Center’s website https://www.csun.edu/shc. Presentation requests for current programs, or a request for one not shown in the above list to meet a specific need, may be made by calling the Department of Police Services at 818-677-2201.

The DPS Crime Prevention Unit maintains a highly visible presence within the community providing quality services, crime prevention programs, resources and educational opportunities that promote personal safety and the protection of property. Among the Crime Prevention programs listed below are the Security Awareness programs listed in the previous section for the CSUN community.

Table 1 Crime Prevention and Safety Workshops, Classes, Tabling Events during the 2019 year

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Conducted By</th>
<th>To Whom</th>
<th>Number of Programs Held</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD Self-Defense for Women</td>
<td>Department of Police Services</td>
<td>Students/Faculty/Staff</td>
<td>Two sessions during the year</td>
<td>Rape Aggression Defense System is a program of realistic, self-defense tactics and techniques. The R.A.D. System is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. In addition, aerosol and key chain defense options are provided.</td>
</tr>
<tr>
<td>RAD Self-Defense for Men</td>
<td>Department of Police Services</td>
<td>Students/Faculty/Staff</td>
<td>One session during the year</td>
<td>The Rape Aggression Defense System is a program of realistic, self-defense tactics and techniques. The R.A.D. System is a comprehensive course for men that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training.</td>
</tr>
<tr>
<td>radKIDS Self-Defense</td>
<td>Department of Police Services</td>
<td>Children of Students/Faculty/Staff and community</td>
<td>Three sessions during the year</td>
<td>This class educates children with the tools, knowledge and power to recognize and avoid danger as well as to resist and protect themselves from physical abuse.</td>
</tr>
<tr>
<td>Program Type</td>
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<tr>
<td>Pepper Spray for Citizen Training</td>
<td>Department of Police Services</td>
<td>Students/Faculty /Staff</td>
<td>One session during the year</td>
<td>This workshop covers citizen’s possession/use, chemical properties and effects of pepper spray, and a hands-on demo.</td>
</tr>
<tr>
<td>Identity Theft</td>
<td>Department of Police Services</td>
<td>Students/Faculty /Staff</td>
<td>Two session during the year</td>
<td>This workshop covers how you can avoid scams, fraud and having your identity stolen.</td>
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<tr>
<td>Cyber Safety</td>
<td>Department of Police Services</td>
<td>Students/Faculty /Staff</td>
<td>Two sessions during the year</td>
<td>This workshop covers how to be cyber safe while still enjoying social networking.</td>
</tr>
<tr>
<td>General Crime Prevention &amp; Personal Safety Events</td>
<td>Department of Police Services</td>
<td>Students/Faculty /Staff</td>
<td>Ten sessions during the year</td>
<td>These workshops cover information on basic crime prevention and personal safety tips.</td>
</tr>
<tr>
<td>Community Relations Events (tabling)</td>
<td>Department of Police Services</td>
<td>Students/Faculty /Staff</td>
<td>Five resource tabling events in the year</td>
<td>DPS staff go to different events on campus passing out information regarding the wide variety of safety programs and resources available through the department’s crime prevention unit.</td>
</tr>
<tr>
<td>Emergency Preparedness</td>
<td>Department of Police Services</td>
<td>Students/Faculty /Staff</td>
<td>Twelve workshops during the year</td>
<td>These workshops cover information on how to develop an emergency plan, prepare emergency supplies and other valuable information to help during an emergency and the recovery process.</td>
</tr>
<tr>
<td>New Student and New Employee Orientation</td>
<td>Department of Police Services</td>
<td>Students/Faculty /Staff</td>
<td>Twenty-two sessions to new student orientations and ten sessions to new staff/faculty during the year</td>
<td>DPS staff along with other campus personnel cover information regarding personal safety, campus programs, safety escorts, dorm room safety, and for new employee’s crime reporting requirements and procedures.</td>
</tr>
</tbody>
</table>

CRIMINAL ACTIVITY AT NONCAMPUS LOCATIONS OF STUDENT ORGANIZATIONS

The Los Angeles Police Department, 10250 Etiwanda Ave., Northridge, CA 91325 (Devonshire Division 818-832-0633/818-832-0665 TDD/TTY) is the primary responding law enforcement agency to all officially recognized non-
campus fraternities, sororities, and other student organizations controlling residences and/or property(s) located within the city of Los Angeles. The Department of Police Services requests crime reports and statistics about crimes occurring at these locations from the Los Angeles Police Department. The Department of Police Services may also respond to crimes in progress at these locations, depending upon the nature of the crime and the proximity to the campus. Crime reports and statistics for these locations are maintained by the Los Angeles Police Department; however, they are included in this report as required by law.

ALCOHOL AND DRUGS

Consistent with its mission of enabling students to reach their educational goals, California State University, Northridge (CSUN) is committed to maintaining a safe and healthy environment for the university community. Alcohol and other drugs should not interfere with the university’s educational mission. All CSUN students, faculty, and staff are subject to local, state, and federal laws regarding the unlawful possession, distribution, or use of alcohol and illegal drugs. Violators are subject to university discipline, criminal prosecution and/or removal from university housing. The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on the university campus or at any university-sponsored event off-campus is also prohibited. A complete description of these regulations is contained in the university alcohol and illicit drugs policy (#900-06) which can be viewed at http://www.csun.edu/sites/default/files/900-06-policy_1.pdf or obtained in hard copy at the offices of Student Affairs, University Hall 310. This policy, which delineates CSUN policy concerning alcohol and drugs, provides procedural guidelines, communicates the consequences of failing to adhere to established policies, and provides guidance as to available resources is a significant component of the university’s overall compliance with the drug-free schools and campuses regulations, which implement the drug-free schools and communities act of 1989. A campus contact for students interested in prevention programs and resources is Marianne Link, MPH, MCHES, Assistant Director, Health Promotion And Administration (marianne.link@csun.edu) located at the Klotz Student Health Center on campus. Students can seek treatment with Dr. Steve Silver, Psychologist And Substance Use Specialist at University Counseling Services. Dr. Silver also has off-campus referral resources for students, if a higher level of treatment is determined to be more beneficial. Employees can contact the Employee Assistance Program (EAP) via their website for information http://www.csun.edu/enrichment/employee-assistance-program This is a free service that can refer individuals to external resources for themselves and their family members. CSUN has a drug-free workplace policy, which addresses marijuana and the new proposition 64 which can be found at: https://www.csun.edu/sites/default/files/540-50_0.pdf. “The recent passage of proposition 64 by California voters, which legalized the recreational use of marijuana by persons over the age of 21, does not alter the drug-free workplace policy. Marijuana use, in any form, and marijuana production, possession, cultivation, purchase, sale, transportation, or distribution on CSUN property and/or in connection with CSUN activities remains prohibited – both by CSU policy and under state and federal law. Nothing in proposition 64 changes the obligations of CSUN to maintain a drug-free community, prevent illegal drug use and misuse of legal drugs, and discipline employees and students who violate this policy.”

The university respects the right of individuals within the university community to determine whether to engage in the lawful consumption of alcohol under circumstances authorized by the university policy. Members of the
campus community, particularly students, who elect not to use alcoholic beverages, or not to include alcohol as a part of sponsored events and activities, will be fully supported in that choice.

The CSUN Department of Police Services strictly enforces federal and state laws, as well as the University zero-tolerance policy, for underage drinking and the use and sale of illegal drugs. No one may use illegal substances, or abuse legal substances, including alcohol. Students engaging in the sale of illegal drugs may be arrested and face University discipline, up to and including expulsion. Students found in violation of University alcohol, drug, and weapons policies may also be subject to arrest and are subject to academic probation, suspension or expulsion. Parents or guardians may be notified by the Office of Judicial Affairs about any university disciplinary violation involving alcohol or a controlled substance that has been committed by a student who is under the age of 21. Information about financial aid and drug violations can be found at: https://www.csun.edu/financialaid/what-affects-my-aid.

Employees in violation of the University alcohol and drug policies may be subject to arrest, corrective action, or dismissal. Employees may also be requested to participate fully in an approved counseling or rehabilitation program. Applicable legal sanctions under federal, state, and local statutes for the unlawful possession or distribution of illicit drugs and alcohol range from probation, diversion, imprisonment in the county jail, to imprisonment in State Prison. A police officer can confiscate the driver license from any person suspected of driving under the influence of alcohol and drugs, who refuses to take a blood alcohol test.

The University Corporation is licensed by the California Department of Alcoholic Beverage and Control to purchase, serve, and sell alcohol both on and off campus. Consistent with this policy, the Executive Director of the University Corporation or designee shall determine the permitted uses of the Corporation's license and shall approve all policies and procedures concerning the use of alcohol at TUC operated facilities and catered events, including the University Student Union. The Vice President for Student Affairs has jurisdiction over Residential Life and Conference Services and the University Student Union and, consistent with this policy, shall approve all alcohol-related polices established by these departments. The use of alcoholic beverages must comply with California State Law and is strictly limited to persons 21 years of age or older. The possession, transportation, and consumption of alcoholic beverages by individuals younger than 21 years of age are strictly prohibited. Alcoholic beverages may only be consumed by persons over the age of 21. CSUN provides useful and informative prevention education programs throughout the year. CSUN Department of Police Services enforces violations proactively through education and community contacts. Officers and residential life staff regularly make residents aware of the policies regarding drug/alcohol use and abuse as well as personal safety and crime prevention information. Drug and alcohol prevention presentations and information are provided throughout the year at orientations, upon request for departments and areas, and in conjunction with sponsored campus activities (Please see crime prevention and personal safety section).
<table>
<thead>
<tr>
<th>Program Type</th>
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<th>To Whom</th>
<th>Number of Programs Held</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>United Sorority &amp; Fraternity Council winter retreat (Klotz services/ Peer</td>
<td>Klotz Student Health Center</td>
<td>Students</td>
<td>Presentation 1/11/19</td>
<td>Educational events provided to student groups regarding the use and misuse of alcohol to include Aware Awake Alive.</td>
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<tr>
<td>Workshops/ ATOD/ Wellness Coaching)</td>
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<tr>
<td>SHINE Conference (annual clubs and orgs conference)-ATOD presentation</td>
<td>Klotz Student Health Center</td>
<td>Students in Clubs and</td>
<td>9/30/19</td>
<td>The SHINE Conference is a one-day collaborative conference for Matador Student Leaders with a purpose to assist current organizational leaders and potential leaders in recruiting new members, transitioning new leadership, organization stability, statewide &amp; campus policy/procedures, civic responsibility, and leadership development. We hope to give all participants the tools they need to sustain a healthy student-run organization and gain a better understanding of how their leadership and service will benefit them in their life and career.</td>
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<td>session 1 &amp; 2</td>
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<td>Org mandatory</td>
<td></td>
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<tr>
<td>Student Health Professionals Pre-entry Program (SHPEP) Winter Retreat</td>
<td>Klotz Student Health Center</td>
<td>Students</td>
<td>Presentation 1/15/19</td>
<td>Wellness presentations topics on stress and sleep management and how alcohol and other drugs are not effective coping mechanisms for stress or tools for sleep improvement.</td>
</tr>
<tr>
<td>Klotz Health Promotion Presentation for Joo Kim’s Holistic Health Class</td>
<td>Klotz Student Health Center</td>
<td>Students</td>
<td>Presentation and Tour</td>
<td>Health Promotion unit focused on CSUN’s recent National College Health Assessment results. Interactive portion of the</td>
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<td>2/8/19</td>
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<tr>
<td>Program Type</td>
<td>Conducted By</td>
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<td>Number of Programs Held</td>
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</tbody>
</table>
| Workshop:  
- College Drinking  
- HSCI 131, Jan Marquard  
- Sigma Omega Nu Meeting  
- StressLESS Matadors  
- U100, Sharon Lim  
- Oasis, September, November | Matadors4Wellness Peer Health Educators | Students | Presentation 2/12/19, 9/10/19, 9/20/19, 9/26/19, 10/29/19, 11/7/19, 11/24/19 | Presentation to student groups educating them on alcohol and substance use/misuse while providing tools for dealing with such issues during parties and events. |
| Workshop:  
- MataDOOR to Wellness  
- HSCI 345 Class  
- PSY 313, Nancy Blum  
- Oasis, September  
- Psy 250, Nancy Blum | Klotz Student Health Center, Gabriella Nguyen, Health Educator | Students | Presentation 2/19/19, 3/12/19, 9/17/19, 9/20/19, 9/30/19 | Wellness presentation provided to student groups, includes the use and misuse of alcohol to include AwareAwakeAlive. |
| Outreach:  
- Meet the Clubs – Spring 2019 | Matadors4Wellness Peer Health Educators | Students | Tabling 1/29/19 & 1/30/19 | This event offers student clubs and organizations an opportunity to have greater visibility, and publicize their events, early in the fall and spring semesters. New and returning students, faculty, and staff can see the many opportunities for involvement on campus in a centralized, energetic and festive setting! |
<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Outreach: -Beat the Blues Week Tabling</td>
<td>Matadors4Wellness Peer Health Educators</td>
<td>Students</td>
<td>11/13/19</td>
<td>A series of events aimed at raising awareness about depression and hosting various workshops and events.</td>
</tr>
<tr>
<td>Outreach: -Annual Safe Spring Break Fair</td>
<td>Klotz Student Health Center</td>
<td>Students</td>
<td>- 3/13/19</td>
<td>- 3/26/19                                                                                                                          - Educational events provided to student groups regarding the use and misuse of alcohol to include Aware Awake Alive and RADD cards. - Educational event on health and wellness resources, ask a nutrition expert, and questions and answers.</td>
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<tr>
<td>- National Nutrition Month Outreach</td>
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<td>- 9/23/19</td>
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<tr>
<td>-Welcome to Wellness Fair</td>
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<tr>
<td>Outreach: -Matador Nights -USU Night Market -Great American Smoke Out</td>
<td>Klotz Student Health Center Health Educators and Matadors4Wellness Peer Health Educators</td>
<td>Students</td>
<td>9/13/19, 4/12/19, 11/22/19</td>
<td>Providing alcohol awareness through the use of mocktails. Students are provided RADD and Aware Awake Alive materials and information. The Great American Smokeout happens every year on the third Thursday of November and it’s the day for people who plan to quit smoking or need an extra push to quit; or celebrate how long they’ve been not smoking.</td>
</tr>
<tr>
<td>U100 classes with faculty member’s name -College Drinking, U100, Stephanie Bluestein</td>
<td>Klotz Student Health Center, Gabriella Nguyen, Health Educator</td>
<td>Students</td>
<td>Presentation s 10/24/19</td>
<td>Smaller number of individual U100 classes which include a faculty member's name are classroom presentations. As part of the process, they hear the Aware Awake Alive story <a href="http://awareawakealive.org/">http://awareawakealive.org/</a> and receive cards.</td>
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<tr>
<td>Alcohol Awareness</td>
<td>Klotz Student Health Center</td>
<td>Students</td>
<td>Sessions held at twelve student groups during the year</td>
<td>Educational events provided to student groups regarding the use and misuse of alcohol to include Aware Awake Alive.</td>
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<tr>
<td>-Meet the Clubs</td>
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<tr>
<td>-Peer Tabling</td>
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<td>-Wellness Fair</td>
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<tr>
<td>-Annual Clubs and Orgs conference</td>
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<tr>
<td>-National Eating Disorders Awareness Week –</td>
<td>Klotz Student Health Center</td>
<td>Students</td>
<td>Sessions held at twelve student groups during the year</td>
<td>Educational events provided to student groups regarding the use and misuse of alcohol to include Aware Awake Alive.</td>
</tr>
<tr>
<td>-Housing workshops/events</td>
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<td>-Safe Spring Break Fair</td>
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<td>-HSCI class presentation</td>
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<tr>
<td>-National Health Education Week Outreach</td>
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<tr>
<td>Program Type</td>
<td>Conducted By</td>
<td>To Whom</td>
<td>Number of Programs Held</td>
<td>Description</td>
</tr>
<tr>
<td>Training in Intervention Procedures -</td>
<td>Klotz Student Health Center</td>
<td>Student groups</td>
<td>3/8/19, 8/13/19, 8/12-8/16/19, 8/30/19, 9/7/19, 9/20/19, 9/28/19; 3- and 5-hour training</td>
<td>Educating them on basic alcohol awareness including, underage drinking prevention, intoxication factors, and bystander intervention.</td>
</tr>
<tr>
<td>TIPS University:</td>
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<tr>
<td>-Matadors4Wellness + Matador Patrol</td>
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<tr>
<td>-On-Premise TUC Servers</td>
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<tr>
<td>-Athletics Events Staff</td>
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<tr>
<td>-Big Show Concert Staff</td>
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<tr>
<td>-Matador 4Wellness Peer Educator Training</td>
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<tr>
<td>DUI – Impaired Driving</td>
<td>Department of Police Services</td>
<td>Students</td>
<td>Conducted two presentation s</td>
<td>Provided information on DUI and impaired driving</td>
</tr>
<tr>
<td>DUI Checkpoint</td>
<td>Department of Police Services</td>
<td>Students</td>
<td>One session of DUI checkpoints</td>
<td>Designed to promote the prevention of driving under the influence of alcohol and to detect impaired drivers.</td>
</tr>
<tr>
<td>TIPS – Alcohol Awareness</td>
<td>Klotz Student Health Center</td>
<td>Student groups</td>
<td>Seven 3-hour training sessions</td>
<td>Educating them on basic alcohol awareness including, underage drinking prevention,</td>
</tr>
<tr>
<td>Program Type</td>
<td>Conducted By</td>
<td>To Whom</td>
<td>Number of Programs Held</td>
<td>Description</td>
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</tbody>
</table>
| RADD                         | Klotz Student Health Center        | Student groups              | Cards and information sessions to forty-eight specific events | RADD is a designated driver rewards program. Provided RADD cards and education on the RADD program: [http://www.radd.org/](http://www.radd.org/)  
Local bars and restaurants participate by providing special “RADD® Rewards” such as free services, nonalcoholic drinks and/or food specials to guest who serve as a designated driver for their group. In return, RADD® staff and college peer educators promote the participating establishments to thousands of students and guests at local colleges, community events and through RADD® social media channels." |
| Aware Awake, Alive (AAA)     | Klotz Student Health Center        | Students and staff groups   | Provided AAA cards and information to forty-one specific events | Provided AAA cards, sometimes in conjunction with the RADD cards, on Aware Awake Alive, which is an alcohol poisoning prevention program in which CSUN participates: [http://awareawakealive.org/](http://awareawakealive.org/)  
All CSUs have been asked to participate in this programming. The Program’s Vision is a world in which no young life is cut short due to alcohol poisoning. Their Mission is equipping youth and their communities with the tools and confidence to prevent lives lost from alcohol poisoning. The website |
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<tr>
<th>Program Type</th>
<th>Conducted By</th>
<th>To Whom</th>
<th>Number of Programs Held</th>
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<tr>
<td>KLOTZ SHC U100 classes/tours (76</td>
<td>Klotz Student Health Center</td>
<td>Students</td>
<td>Approximately 1,400</td>
<td>Larger number of U100 classes that tour the Klotz Student Health Center for an orientation. As part of the process, they hear the Aware Awake Alive story <a href="http://awareawakealive.org/">http://awareawakealive.org/</a> and receive cards.</td>
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<tr>
<td>classes)</td>
<td></td>
<td></td>
<td>students</td>
<td></td>
</tr>
<tr>
<td>Oasis Weekly Workshops</td>
<td>Matadors4Wellness Peer Health</td>
<td>Students</td>
<td>Eight workshops</td>
<td>The Oasis is a welcoming destination where CSUN students can find serenity and relaxation amid the rush and activity of campus life. It offers nutrition counseling, meditation, massages, acupuncture, nap pods and workshops focused on wellness and managing stress — all intended to promote student academic success.</td>
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<td></td>
<td>Educators</td>
<td></td>
<td></td>
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<tr>
<td>NCHA promotion with Campus Outreach</td>
<td>Matadors4Wellness Peer Health</td>
<td>Students</td>
<td>Three tabling exercises</td>
<td>This tabling exercise is to promote National College Health Assessment – on all topics.</td>
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<td>Educators</td>
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<tr>
<td>ONLINE educational AOD programs</td>
<td>Housing Office</td>
<td>Students</td>
<td></td>
<td>Alcohol and marijuana programming for CSUN students. Students can access these programs to learn more about alcohol and cannabis, to satisfy for extra credit assignments in classes, or to satisfy a sanction requirement.</td>
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<tr>
<td>(eCHECKUP To Go)</td>
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<tr>
<td>Program Type</td>
<td>Conducted By</td>
<td>To Whom</td>
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<tr>
<td>College Drinking: Myths, Science, and Realities</td>
<td>Klotz Student Health Center</td>
<td>Students</td>
<td>Annual Presentation</td>
<td>Presentation to student groups educating them on alcohol and substance use/misuse while providing tools for dealing with such issues during parties and events.</td>
</tr>
<tr>
<td>For the spring calendar year in 2020, CSUN’s Klotz Student Health Center continues to provide campus-wide education and training on Alcohol Awareness, RADD, and Aware Awake Alice, in collaboration with campus partners, such as the Department of Police Services. The following educational events were provided:</td>
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Table 3 Campus Drug and Alcohol Educational Programming during the 2020 year

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Conducted By</th>
<th>To Whom</th>
<th>Number of Programs Held</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Training in Intervention Procedures – TIPS University: -Matador Patrol -Associated Students Big Bash</td>
<td>Klotz Student Health Center</td>
<td>Students</td>
<td>1/14/20, 2/21/20 – 3 hour training</td>
<td>Educating them on basic alcohol awareness including, underage drinking prevention, intoxication factors, and bystander intervention.</td>
</tr>
<tr>
<td>Workshop: -Klotz SHC &amp; ATOD -HSCI 335 -Holistic Health, Joo Kim</td>
<td>Klotz Student Health Center - Peer Educators</td>
<td>Students</td>
<td>2/7/20 – Presentation</td>
<td>Alcohol, Tobacco, and Other Drugs Education and Misuse Prevention</td>
</tr>
<tr>
<td>Training in Intervention Procedures – TIPS University: -(Associated Students, Big Bash)</td>
<td>Klotz Student Health Center - Peer Educators</td>
<td>Students</td>
<td>2/21/20- 3-hour training</td>
<td>TIPS for the University is a three-hour program that helps students make sound choices when faced with difficult decisions about alcohol use.</td>
</tr>
<tr>
<td>Outreach: National Eating Disorders Awareness Week Fair Tabling</td>
<td>Klotz Student Health Center - Peer Educators</td>
<td>Students</td>
<td>2/25/20</td>
<td>NEDA stands for National Eating Disorders Association which is a community engagement project to develop campus outreach and most</td>
</tr>
<tr>
<td>Program Type</td>
<td>Conducted By</td>
<td>To Whom</td>
<td>Number of Programs Held</td>
<td>Description</td>
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<td>recently through their website proud2bme.org. A site created by and for teens geared towards prompting positive body image and healthy attitude about food and body image.</td>
</tr>
</tbody>
</table>

SEXUAL VIOLENCE

*(Chapter 8 of Dept of Ed Handbook)* The California State University does not discriminate on the basis of sex, gender, including gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the University (both on and off campus), and protect all people regardless of their gender from Sex Discrimination, including Sexual Harassment, Sexual Misconduct, including Sexual Assault, Dating or Domestic Violence, and Stalking.

The University seeks to provide an education environment in which students, faculty, and staff work together in an atmosphere free of Sexual Misconduct, including Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence and Stalking. Every member of the University community shall be aware that Sexual Misconduct, and/or acts of violence with a sexual nature directed toward another person will not be tolerated and are prohibited by federal and state law and University policy. As members of the University community, students shall comply with University policies and guidelines in addition to federal, state, and local laws whether on or off campus. The University will discipline persons identified as responsible for Sexual Misconduct, Dating or Domestic Violence, or Stalking as described in this report and University policy.

In an ongoing effort to prevent Sexual Misconduct, Dating Violence, Domestic Violence and Stalking, the University provides education and prevention programs, investigates complaints, dispenses corrective or disciplinary action where appropriate, provides referrals for medical care/counseling, modified classes, reduced course loads, campus housing changes, work assignment assistance, stay away orders, leaves of absence, and more. The University also provides information to victims on pursuing criminal action and obtaining Protective orders if needed. University officials who are responsible for investigating and/or adjudicating cases of Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking receive annual training for compliance with federal, state and CSU system regulations.

The University is committed to empowering victims of Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking by providing ample supportive services, and encouraging their choice of action, regardless of their decision to seek criminal prosecution of offender(s). If requested by the victim, University personnel will assist the victim in notifying the appropriate law enforcement authorities.
PREVENTION, EDUCATION, AND AWARENESS

The University engages in comprehensive, integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual misconduct and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees (i.e., faculty and staff) and ongoing awareness and prevention campaigns for students and employees that:

a. Identifies domestic violence, dating violence, sexual misconduct, and stalking as prohibited conduct;
b. Defines what behavior constitutes domestic violence, dating violence, sexual misconduct, and stalking using definitions set forth by California State University Executive Orders 1096 and 1097 (in compliance with federal and state law);
c. Defines what behavior and actions constitute consent to sexual activity as set forth within California State University; Executive Orders 1096 and 1097 (in compliance with state law);
d. Provides safe and positive options for bystander intervention. Bystander intervention means safe and positive option that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual misconduct, or stalking against a person other than the bystander. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
e. Provides information on risk reduction.
f. Provides information on procedures for institutional response and disciplinary processes.
g. Provides an overview of other information contained within the Annual Security Report in compliance with the Clery Act.

The University has numerous primary prevention and awareness programs that include the distribution of educational materials to new students and new employees at such events as New Student Orientation, New Faculty Orientation, and New Employee orientations held throughout the year. In addition, ongoing prevention and awareness events are presented throughout the year for students and employees detailed below.

Not Anymore and Every Choice (New Undergraduates (including transfer students) and New Graduate Students

All matriculated students (first-time freshmen, transfer, and graduate students) are required to complete mandatory online training on issues of sexual misconduct. The trainings are entitled “Not Anymore (full course)” or “Every Choice (refresher course)” which are video-based online programs educating students on sexual misconduct, dating and domestic violence, and stalking. As with any training tool, it is one of many important components of an effort toward the elimination of sexual misconduct at CSUN.
“Not Anymore” is an interactive online interpersonal violence prevention program designed by Student Success™. It is approximately 75 minutes long. Students must complete the training prior to enrolling in their first semester classes. This video-based program provides critical information about Consent, Bystander Intervention, Sexual Assault, Dating and Domestic Violence, Stalking, and related topics about sexual misconduct and gender-based violence.

The concept of bystander intervention is explained and illustrated through a scenarios video, which explores the types of situations in which bystander intervention may be necessary, how to recognize those situations and what to do. The training uses the acronym “ACT” – Assess the situation, Choose your best action, Take the action you can – and provides examples of ways to intervene. A test on bystander intervention at the end of the section measures students’ learning and understanding.

Risk reduction is addressed through the concept of verbal defense and drawing clear sexual boundaries, including using words to attempt to remove oneself from situations causing discomfort. The training uses a video to illustrate how someone might use verbal defense. A further video focuses on alcohol and explains the reasons why alcohol is a common component in sexual assault, including that it can increase sexual aggression, causes individuals to focus on limited information and affects communication. The video further explains that consent is not possible if someone is incapacitated and that intoxication or incapacitation are not a defense to the perpetration sexual assault. There is also discussion of alcohol content in different types of drinks and “how much alcohol is too much alcohol?” A test on alcohol at the end of the section measures students’ learning and understanding.

“Every Choice” is an online, video-based “refresher” program aimed at reducing campus sexual assault, dating/domestic violence and stalking by equipping students with realistic, actionable bystander intervention tools. The training is approximately 25 minutes long and students must take the training every year before enrolling in fall classes.

The concept of bystander intervention is revisited through a video examining the concept of Direct, Distract and Delegate as options for intervention and offering examples of all three. A video specifically on intervention identified ways in which a bystander can know if they are looking at a situation that requires intervention and offers examples of “tip offs.”

“Every Choice” includes pre-training and post-training surveys.

CSU Sexual Misconduct Prevention Program (All employees)

All faculty and staff are required to take a similar training program entitled “Eliminate Campus Sexual Misconduct (CSU)” presented by the LawRoom organization through the CSU training portal. This course provides practical training for identifying, reporting, and preventing campus sexual misconduct. Interactive case studies and videos provide engaging educational content that explains how to respond to known or suspected sexual violence, which includes sexual assault, dating violence, domestic violence, and stalking. Many interactions are based on real cases that teach important concepts to help create a safe campus community and create a culture that does not tolerate sexual misconduct.
This online course provides practical training for identifying, reporting, and preventing campus sexual violence, as well as assisting victims of sexual assault. Interactive case studies and videos provide engaging educational content that explains how to respond to known or suspected sexual violence, which includes sexual assault, dating violence, domestic violence, and stalking. Examples are based on real cases that teach important concepts to build a safe campus community and create a culture that does not tolerate sexual violence. The course teaches employees valuable skills for assisting victims and survivors of sexual violence and reporting sexual violence. It also helps post-secondary institutions comply with the employee training requirements of Title IX and the Campus Sexual Violence Elimination Act (Campus SaVE Act).

The course also provides state-specific legal definitions of sexual violence, and describes victim protections, bystander intervention strategies, and school disciplinary proceedings. The course is taken each year by all employees, including student assistants. The training takes approximately 30 minutes to complete.

CSUN’S POLICY AND PROCEDURE

In addition to providing in-person training, the Office of Equity and Diversity distributes to students CSUN’s Title IX Notice of Non-Discrimination, Rights and Options brochures, and “Student Resources and Reporting Options for Sexual Misconduct and Relationship Abuse” pamphlets, which provide information on CSUN’s policy, Executive Order No. 1096 https://calstate.policystat.com/policy/6743499/latest/, and procedures regarding sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking; myths and facts about sexual violence, risk reduction tips, and confidential and non-confidential resources – both on and off campus. The New Student Handbook also contains information on the University’s response to incidents of sexual misconduct and includes resources for students.

CSUN uses the same procedures for responding to complaints about the conduct of students, faculty and staff. After a complaint is received by the Office of Equity & Diversity, the Title IX Coordinator meets with the Complainant, the person filing the complaint, as soon as possible and no later than 10 working days after the complaint was received. The purpose of the intake meeting is to explain the investigation procedure and timeline, the Complainant’s rights during the process, discuss interim measures and provide information on filing a criminal complaint. The Title IX Coordinator will also meet with the Respondent, the person accused of allegedly violating the policy, and provide similar information on the procedure and Respondent’s rights.

The Title IX Coordinator or an investigator will investigate the allegations. During the investigation, the Complainant and Respondent will have equal opportunities to present relevant witnesses and evidence. Before reaching a final conclusion on a policy violation, the investigator advises the Parties (verbally or in writing) of any evidence upon which the findings will based and gives the Parties an opportunity to respond to the evidence. The policy provides that an investigation shall be completed no later than 60 working days after the intake interview unless an extension is needed to conduct a thorough investigation. After the Parties review the evidence, and the investigator considers any relevant evidence provided by the parties, the investigator will prepare an investigation report. The investigation report includes a summary of the allegations, a description of the investigation process, the evidence considered and findings, employing the preponderance of the evidence standard, on whether the policy was violated. The investigator submits the investigation report to the Title IX Coordinator for review.
Within 10 working days of the issuance of the investigation report, the Title IX Coordinator will notify the Complainant and Respondent of the investigation outcome in writing. If there is a finding of responsibility, sanctions for students are determined by Student Conduct, for faculty by Academic/Faculty Affairs and staff by Human Resources.

The outcome notice will also advise the Parties of their right to file an appeal. Any party who is not satisfied with the outcome of the investigation may file an appeal with the Office of the Chancellor no later than 10 working days after the date of the notice of investigation outcome. Under the policy, the Chancellor’s Office shall respond to the appealing party no later than 30 working days after receipt of the written appeal. The appeal response is final and concludes the complaint and appeal process.

DEFINITIONS PER EXECUTIVE ORDERS 1095-1097

These policy definitions are derived from the local jurisdiction, and based on the California Penal Code, the California Family Code, and the California Evidence Code. In some instances, these definitions may differ slightly from the federal definitions set forth in the next section for mandatory crime statistic reporting. For reportable crime statistics, the Clery Act regulations mandate definitions from the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Handbook.

In 2020, through Secretary of Education Betsy DeVos, the United States Department of Education, Office for Civil Rights (OCR) issued and amended federal regulations (Federal Regulations) implementing Title IX of the Education Amendments of 1972. The Federal Regulations are titled Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (34 C.F.R. 106). The Federal Regulations were published in the Federal Register on May 19, 2020. The Federal Regulations have been implemented in CSU policy by way of an Addendum to Executive Orders 1096 and 1097 known as “Addendum B – Federal Mandated Hearing Addendum.” The definitions required by the Federal Regulations are included below and identified as “Addendum B Definitions.” These definitions will apply where the campus Title IX Coordinator determines that a Formal Complaint of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking falls within the scope of Addendum B. Additional Executive Order definitions are included. These definitions apply to conduct that falls outside of the scope of Addendum B.

SEX DISCRIMINATION

An adverse action taken against an individual because of gender or sex (including Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking) as prohibited by Title IX; Title IV; VAWA/Campus SaVE Act; California Education Code § 66250 et seq.; and/or California Government Code § 11135. See also Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act (Cal. Govt. Code § 12940 et seq.), and other applicable laws. Persons of all genders and gender identities can be victims of Sex Discrimination.

ADDENDUM B: SEXUAL HARASSMENT

Sexual Harassment means conduct on the basis of Sex that satisfies one or more of the following:
1. An Employee conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity.

EXECUTIVE ORDER: SEXUAL HARASSMENT

Sexual Harassment is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes but is not limited to sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:

1. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Complainant’s academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or

2. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the University; or

3. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom or work environment that are unrelated to the coursework or employment. Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. The University’s policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, or Stalking, subject to University policy.

EXECUTIVE ORDER: SEXUAL MISCONDUCT

All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity is Sexual Misconduct, whether or not the conduct violates any civil or criminal law.

Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical sexual acts, such as unwelcome sexual touching, Sexual Assault, Sexual Battery, Rape, and Dating Violence. When based on gender, Domestic Violence or Stalking also constitute Sexual Misconduct. Sexual Misconduct may include using physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication) to engage in sexual activity. Persons of all genders can be
victims of these forms of Sexual Misconduct. Sexual activity with a minor is never consensual when the complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.

ADDENDUM B: SEXUAL ASSAULT:

a. Rape is the penetration, or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Affirmative Consent of the Complainant. Rape also includes the attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Affirmative Consent of the Complainant, with the present ability and the intent to commit Rape.

b. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the Affirmative Consent of the victim, including instances where the Complainant is incapable of giving Affirmative Consent because of their age or because of their temporary or permanent mental incapacity.

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

d. Statutory Rape is sexual intercourse with a person who is under the age of 18 years, the California statutory age of consent.

AFFIRMATIVE CONSENT

(Applicable in Addendum B and non-Addendum B matters)

An informed, affirmative, conscious, voluntary, and mutually agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure Affirmative Consent has been obtained from the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence mean consent. Affirmative Consent must be voluntary, and given without coercion. Force, threats, or intimidation.

- The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of Affirmative Consent. A request for someone to use a condom or birth control does not, in and of itself, constitute Affirmative Consent.
- Affirmative Consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- Affirmative Consent cannot be given by a person who is incapacitated. A person is unable to consent when asleep, unconscious or is incapacitated due to the influence of drugs, alcohol or medication so that the person could not understand the fact, nature or extent of the sexual activity. A person is incapacitated if they lack the physical and/or mental ability to make informed, rational decisions,
• Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person’s decision-making ability, awareness of consequences, and ability to make informed judgments. A person’s own intoxication or incapacitation from drugs or alcohol does not diminish that person’s responsibility to obtain Affirmative Consent before engaging in sexual activity.

• A person with a medical or mental disability may also lack the capacity to give consent.

• Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving consent due to age.

• It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:
  o The person was asleep or unconscious;
  o The person was incapacitated due to the influence of drugs, alcohol or medication, so that the person could not understand the fact, nature or extent of the sexual activity;
  o The person was unable to communicate due to a mental or physical condition.

• It shall not be a valid excuse that the respondent believed that the person consented to the sexual activity under either of the following circumstances:
  o The respondent’s belief in Affirmative Consent arose from the intoxication or recklessness of the respondent;
  o The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.

ADDENDUM B: DOMESTIC VIOLENCE

Physical violence or threat of physical violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant.

EXECUTIVE ORDER: DOMESTIC VIOLENCE

Abuse committed against someone who is a current or former spouse; current or former cohabitant; someone with whom the Respondent has a child; someone with whom the Respondent has or had a dating or engagement relationship; or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. It does not include roommates who do not have a romantic, intimate, or sexual relationship. Factors that may determine whether persons are cohabiting include, but are not limited to: (1) sexual relations between the Parties while sharing the same living quarters; (2) sharing of income or expenses; (3) joint use or ownership of property; (4) whether the Parties hold themselves out as spouses; (5) the continuity of the relationship; and, (6) the length of the relationship. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to self, or another. Abuse does not include non-physical, emotional distress or injury.
ADDENDUM B: DATING VIOLENCE

Physical violence or threat of physical violence committed by a person—

a. who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
   i. The length of the relationship.
   ii. The type of relationship.
   iii. The frequency of interaction between the persons involved in the relationship.

EXECUTIVE ORDER: DATING VIOLENCE

Abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim.11 This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to self or another. Abuse does not include non-physical, emotional distress or injury.

ADDENDUM B: STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

EXECUTIVE ORDER: STALKING

Engaging in a repeated Course of Conduct directed at a specific person that would cause a Reasonable Person to fear for his or her safety or the safety of others, or to suffer Substantial Emotional Distress. For purposes of this definition:

- Course of Conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through Third Parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;
- Reasonable Person means a reasonable person under similar circumstances and with the same Protected Status(es) as the complainant;
- Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.
- Protected Status includes Age, Disability (physical or mental), Gender (or sex), Genetic Information, Gender Identity or Expression, Nationality, Marital Status, Race or Ethnicity, Religion, Sexual Orientation, and Veteran or Military Status.

CSUN communicates to all of its first-time freshmen students that they are required to attend New Student Orientation. During this orientation, first-time freshmen receive a New Student Handbook that provides an
explanation of CSUN’s policy prohibiting sex discrimination, including sexual harassment and sexual misconduct. The Student Handbook also includes contact information for the Campus Title IX Coordinator and other resources, examples of acts that may constitute sexual misconduct and links to on and off campus resources, some of which are confidential resources. Additionally, the New Student Orientation includes a theatrical performance by TAKE, which demonstrates powerful transitional issues incoming students may face, including sexual misconduct. Education on sex discrimination, including sexual harassment and sexual misconduct are also presented at other new student orientations, including transfer students and international students.

CSUN also provides education to all incoming students about CSUN’s policy prohibiting sexual harassment, sexual misconduct, dating and domestic violence, and stalking, how to file a Title IX complaint regarding sexual misconduct, dating and domestic violence, and stalking by way of its “Title IX Notice of Non-Discrimination,” victim’s rights and options, myths and facts about sexual violence and prevention and risk reduction tips, which can be found in printed materials located in the Office of Equity & Diversity (“E&D”), on E&D’s website (http://www.csun.edu/eqd) and on CSUN’s Department of Police Services website. Information regarding CSUN’s policy prohibiting sexual harassment and sexual misconduct and how to file a Title IX complaint is also contained in CSUN’s Schedule of Classes/Online University Catalog.

The new freshmen class, incoming transfer students, and student clubs and organizations receive further education focused on maintaining healthy relationships, establishing affirmative consent before engaging in sexual activity, the critical role of bystanders in intervening when they see potentially dangerous situations unfolding around them, preventing alcohol from clouding decision-making and other important issues, including how the University responds to reports of sexual violence. As part of New Student Orientation, students are asked to participate in “Classrooms and Community” sessions focused on student safety and well-being and in which they are made aware of CSUN’s policy prohibiting sexual harassment and sexual violence, support resources, and consequences for violations of the policy.

Additionally, CSUN’s President sends an email titled “Emergency Desk Reference” at the beginning of every semester to all students, faculty and staff, which provides information related to CSUN’s policies and procedures regarding sexual misconduct, dating and domestic violence, stalking and sexual harassment. Significantly, the email directs students to the Title IX Notice of Non-Discrimination, the Office of Equity & Diversity and the Department of Police Services for both on-campus and off-campus resources for sexual violence emergencies and CSUN’s procedures for filing related complaints.

Students reporting sexual misconduct, dating and domestic violence, and stalking may also receive information about filing a complaint from CSUN’s Title IX Coordinator, and deputy coordinators, CSUN’s care (survivor) advocate, campus law enforcement, University Counseling Center, Office of Student Housing, and the Klotz Student Health Center.

BYSTANDER INTERVENTION

Campus wide intervention also includes information on risk reduction tips and bystander intervention. Ongoing campus prevention and awareness programs are provided to the CSUN community throughout the year to include: a statement prohibiting new sexual violence Clery crimes; definition of the new sexual violence Clery crimes; definition of "consent" for sexual activity; options for bystander intervention; information on risk
reduction; and applicable administrative and reporting procedures after a sexual violence Clery crime is reported. Awareness programs are those activities, events, and/or campaigns provided by the campus, which inform our community members of potential personal safety risks while providing risk reduction strategies. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

After identifying the signs that someone may be experiencing sexual violence or intimate partner violence, the training explores the concept of bystander intervention and strategies that a bystander could utilize to intervene. Video scenarios are used to illustrate the types of situations that could arise – after each video, the employee answers a question about what steps they would take.

CSUN also provides a range of programs and activities to students, many of which are organized directly by student peer educator, such as Project D.A.T.E. and MenCARE.

Barrett Morris, Director of Equity and Diversity, serves as the primary contact for Title IX-related training, including training on sexual misconduct, and can be reached at (818) 677-2077 / email: equityanddiversity@csun.edu.

In 2019, the Title IX office staff meet with various departments throughout the year to provide students, staff, and faculty with information on Sexual Misconduct, Prevention, and Response (including rights and options under Title IX and VAWA) on the following dates:

Table 4 Title IX Meetings on Sexual Misconduct, Prevention, and Response during the 2019 year

<table>
<thead>
<tr>
<th>Departments</th>
<th>Date(s) Held</th>
<th>To Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>11/18</td>
<td>All student athletes and Coaches</td>
</tr>
<tr>
<td>Associated Students</td>
<td>2/22, 3/27</td>
<td>Camp Matador Student Leaders</td>
</tr>
<tr>
<td>New Employee Orientation</td>
<td>1/18; 2/26, 3/28</td>
<td>Staff &amp; Lecturers; Staff</td>
</tr>
<tr>
<td>Matador Involvement Center</td>
<td>1/25; 3/3</td>
<td>Greek 102 (students in Greek organizations); Greek 101</td>
</tr>
<tr>
<td>University Counseling Services</td>
<td>1/16, 1/28</td>
<td>Students – Peer Educators</td>
</tr>
<tr>
<td>Women’s Research &amp; Resource Center</td>
<td>3/28</td>
<td>Students</td>
</tr>
<tr>
<td>ROTC</td>
<td>8/6</td>
<td>Students</td>
</tr>
<tr>
<td>Sports Club 101</td>
<td>10/6</td>
<td>Sports Club Participants</td>
</tr>
</tbody>
</table>

- **Project D.A.T.E.** - is a peer education, date or acquaintance rape prevention program sponsored by University Counseling Services and Strength United. Project D.A.T.E can be reached at (818) 677-7723 and Strength United can be reached at (818) 886-0453 or (661) 253-0258. Peer educators of Project D.A.T.E. made classroom presentations that are designed to achieve the following:
  - Educate students of the psychological and cultural issues related to rape
  - Inform students of the legal and medical issues related to rape
  - Develop awareness of the issue of rape and ways to prevent rape
• **MenCARE** - (Creating Attitudes for Rape-Free Environments), a part of Project DATE, is a campus-wide prevention program to end sexual violence through education, cultural change, and leadership development. As with Project DATE, MenCARE is a unique collaboration between Strength United, a center of the Michael D. Eisner College of Education sponsored by the Department of Educational Psychology and Counseling, and University Counseling Services. The centerpiece of MenCARE is peer education for men, by men, through small group discussion, workshops, and outreach events. MenCARE will be driven by male students from every aspect of the campus community including fraternities, athletics, residential advising, and cultural organizations. Objectives include increased awareness about rape and sexual assault, increases in knowledge about the effects of rape and sexual assault, decreases in tendencies towards engaging in behaviors that lead to rape and sexual assault, knowledge about where to receive help in response to a sexual assault, and positive attitudes towards promoting safety in interpersonal relationships. If you are interested, or have any questions, feel free to reach out to them. Email: mencare@strengthunited.org or voicemail: (818) 933-9492

• **Joint Advocates on Disordered Eating (JADE)** – University Counseling Services (UCS) is the sponsor of Joint Advocates on Disordered Eating (JADE), a peer education program dedicated to the awareness and prevention of eating disorders. Student peer educators receive extensive training in recognizing and articulating causes, symptoms, treatment and referral sources as they prepare to present this information to classes, clubs and organizations on the California State University, Northridge campus. In addition, they teach students how to help their friends and encourage body image acceptance. National Eating Disorder Awareness Week was promoted to promote health relationships with food, celebrate body, diversity, and ED recovery. Klotz Student Health Center offers free peer nutrition counseling as well as free nutritional guidance from a registered dietician. Just call (818) 677-3666 for an appointment. If you think you have an eating disorder or are concerned about someone you care about, you can call (818) 677-7500 for more information about JADE and up-to-date information and resources. You can also call University Counseling Services at (818) 677-2366 or (818) 677-7834 (TTY) for an appointment to discuss your concerns, or email coun@csun.edu. For after hours, urgent care assistance (818) 677-2366, Option 3.

• **The BLUES project** - is a peer education volunteer program to help participants overcome depression and prevent suicide. Suicidal thoughts occur when a feeling of hopelessness sets in, rendering notions that one is alone and that pressures and problems are more than one can bear and will never go away. It can be difficult for people who want to commit suicide to see that the pain does go away and the quality of one’s life can improve with time. If you have any questions about The BLUES Project, call (818) 677-2610 or email blues.project@csun.edu.

For calendar year 2020, CSUN’s Title IX Office continues to provide campus-wide education and training on the prevention of sexual misconduct both independently and in collaboration with campus partners, such as Police Services, the Care Advocate, Student Affairs, Human Resources, and peer educators. For example, between January and March 2019, training on sexual misconduct prevention and response was provided to the following:
Table 5 Title IX Meetings on Sexual Misconduct, Prevention, and Response during the 2020 year

<table>
<thead>
<tr>
<th>Departments</th>
<th>Date(s) Held</th>
<th>To Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>2/27</td>
<td>All Staff</td>
</tr>
<tr>
<td>Greek Life</td>
<td>2/22, 3/1</td>
<td>Greek 102 (students in Greek organizations); Greek 101</td>
</tr>
<tr>
<td>Pride Center</td>
<td>1/15, 2/26</td>
<td>Staff</td>
</tr>
</tbody>
</table>

PROCEDURES FOR REPORTING A CRIME OF SEXUAL VIOLENCE/SEXUAL MISCONDUCT

Call 9-1-1 in any kind of emergency, or when facing immediate harm or threat of harm.

Persons who have experienced Sexual Misconduct/Sexual Assault, including Rape, Dating Violence, Domestic Violence, or Stalking, are encouraged to seek immediate assistance from police and healthcare providers for their physical safety, emotional support and medical care. University or local police can escort victims to a safe place and transport them to a hospital for medical treatment, if needed. University police can also provide access to a Sexual Assault Victim Advocate. Regardless of whether an individual chooses to notify the police, they are strongly encouraged to seek assistance from the campus Title IX Coordinator and/or a Sexual Assault Victim Advocate or counselor who can provide information on options, rights and remedies.

A written explanation of rights and options must be provided to a Student, Employee or Third Party who reports to the University that s/he has been a victim of Sexual Misconduct/Sexual Assault, Dating or Domestic Violence, or Stalking, whether the offense occurred on or off Campus. It is the Title IX Coordinator’s responsibility to ensure this written Notice is provided to the complainant/victim(s). The Title IX Coordinator annually provides the written explanation of Rights and Options for Victims of Sexual Misconduct/Sexual Assault, Dating or Domestic Violence, or Stalking (Attachment C in Executive Order 1095) to all members of the campus community including Sexual Misconduct/Sexual Assault, Dating or Domestic Violence, or Stalking victims. This includes information on preservation of evidence, how and to whom to report the alleged offense, the options available regarding and involving law enforcement and campus authorities (including notification of law enforcement authorities, being assisted by campus authorities in notifying law enforcement if the victim chooses, and declining to notify the authorities), and notification of the rights of victims to seek orders of protection and request “no-contact” orders, and restraining orders.

Victims have the right to decide who and when to tell about Sexual Misconduct/Sexual Assault, Dating and Domestic Violence, and Stalking. However, it is very important that they get medical attention after being assaulted. Following the incident, a victim may be physically injured, may have contracted a sexually transmitted disease, or may become pregnant.

The University’s primary concern is the safety and well-being of every member of the campus community. The use of alcohol or drugs never makes the victim at fault. If a campus community member has experienced Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking they should not be deterred from reporting the
incident out of a concern that they might be disciplined for related violations of drug, alcohol, or other University policies. A person who participates in investigations or proceedings involving Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking will not be subject to discipline for related violations of the Student Conduct Code or other University policies at or near the time of the incident unless the University determines the conduct places the health and safety of another person at risk, or is otherwise egregious.

The University encourages victims of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking to talk to someone about what happened – so they can get the support they need, and so the University can respond appropriately. Whether – and the extent to which – a University employee may agree to maintain confidentiality (and not disclose information to the Title IX Coordinator) depends on the employee’s position and responsibilities at the University. The following information is intended to make everyone aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn for help. The University strongly encourages victims to talk to someone identified in one or more of these groups.

Certain University employees, listed below, are required by law to maintain near or complete confidentiality; talking to them is sometimes called a “privileged communication.” University law enforcement employees may maintain the victim’s identity as confidential, if requested by the victim, but will report the facts of the incident to the Title IX Coordinator, including the identity of the perpetrator. Most other University employees are required to report all details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator so the University can take immediate action to protect the victim, and take steps to correct and eliminate the misconduct.

University Police, the Title IX Coordinator, University-employed physicians, professional counselors, licensed clinical social workers, sexual assault and domestic violence counselors and advocates, and certain other University employees are required to explain to victims their rights and options with respect to confidentiality.

**PRIVILEGED AND CONFIDENTIAL REPORTS**

Treating physicians, psychotherapists, professional counselors, and clergy who work or volunteer providing medical or mental health treatment or counseling (including those who act in that role under their supervision may not report any information about an incident of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking to anyone else at the University, including the Title IX Coordinator, without the victim’s consent. A victim can seek assistance and support from physicians, psychotherapists, professional, licensed counselors, and clergy without triggering a University investigation that could reveal the victim’s identity or the fact of the victim’s disclosure. However, see limited exceptions below regarding when these professionals must report to local law enforcement agencies. These confidential professionals should explain these limited exceptions to victims, if applicable.

The University will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to (1) speak only to a treating physician, psychotherapist, professional counselor, or clergy member, and (2) maintain complete confidentiality. Even so, these individuals will assist
victims in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the University and a separate complaint with local or University Police. If a victim insists on confidentiality, the University will likely not be able to fully assist the victim with: University academic support or accommodations; changes to University-based living or working schedules; or adjustments to course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the University or report the incident to the police, and thus have the incident fully investigated. Counselors and advocates can provide victims with that assistance if requested. Treating physicians, psychotherapists, professional counselors, and clergy will also explain that Title IX includes protections against retaliation, and that the University will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

EXCEPTIONS TO CONFIDENTIALITY

Under California law, any health practitioner employed in a health facility, clinic, physician’s office, or local or state public health department or clinic is required to make a report to local law enforcement if they provide medical services for a physical condition to a patient/victim who they know or reasonably suspects is suffering from (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including Sexual Misconduct/Sexual Assault, Domestic Violence, and Dating Violence).

This exception does not apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims, if applicable

Additionally, under California law, physicians, psychotherapists, professional counselors, licensed clinical social workers, clergy, and sexual assault and domestic violence counselors and advocates are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to victims, if applicable. Finally, some or all of these professionals may also have reporting obligations under California law to (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the sexual violence incident. If applicable, these professionals will explain this limited exception to victims.

PRESERVATION OF EVIDENCE

In cases of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking, the preservation of physical evidence is important to facilitate the identity and successful prosecution of the offender. The victim should not change clothes, bathe, douche, or shower following the attack. Sexual Assault Response Team (S.A.R.T.) medical personnel are trained to collect, process, and preserve physical evidence of Sexual Misconduct, and are committed in their assistance to the victim. Victims may request a S.A.R.T. exam to
preserve forensic evidence without completing a police report. This evidence may be used in the case a victim wishes to report the assault at a later date. Victims are not financially responsible for S.A.R.T. exams and the cost will be the responsibility of the local law enforcement jurisdiction.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection orders related to the incident more difficult. Victims who choose not to make a complaint regarding an incident, nevertheless should consider speaking with University Police or other law enforcement to preserve evidence in the event that they change their mind and wish to report the assault at a later date.

A victim has the right to have a confidential advocate present when reporting to law enforcement and during examinations. With the victim’s consent, the confidential advocate will assess the victim’s immediate needs and provide support and referral as appropriate. This confidential assistance may include: counseling, information concerning rape trauma syndrome; information on the collection of medical evidence and available health services to test for injuries, sexually transmitted diseases, and/or pregnancy. Assistance is also available with access to other resources and services, including assistance in obtaining emergency protection orders and restraining orders.

REPORTING OPTIONS

Victims have several reporting options including those with confidentiality, and may pursue one or all of these options at any time. Victims have a right to have a friend, family member, sexual assault victim advocate, or other representative present while reporting the incident. They also have the right to have a sexual assault victim advocate and support person of their choice present with them during a rape examination. The campus Title IX Coordinator can assist in notifying the police. Victims may also take any of the actions below.

REPORTING TO THE POLICE

Reporting to University Police and/or local police is an option at any time. Victims who choose not to report to the police immediately following a Sexual Misconduct/Sexual Assault, Dating and Domestic Violence, or Stalking incident, can still make the report at a later time. However, with the passage of time, the ability to gather evidence to assist with criminal prosecution may be limited. Depending on the circumstances, the police may be able to obtain a criminal restraining order on the victim’s behalf.

As soon after the incident as possible, victims of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking are strongly encouraged to report the incident to the police. Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking may be reported to the University Police Department by dialing 911. The University Police will support all victims of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking regardless of their decision to seek criminal prosecution of the offender or not. Victims have the option to report anonymously to the police and the decision to seek criminal prosecution remains with the victim. University Police will protect the confidentiality of the victim to the extent permitted by applicable California State law.
If a victim reports to a local police agency or the University Police about Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests that their identity be kept confidential, their name will not become a matter of public record and the police will not report the victim’s identity to anyone else at the University, including the Title IX Coordinator. University Police will, however, report the facts of the incident itself, including the identity of the perpetrator if known, to the Title IX Coordinator being sure not to reveal the victim names/identities or compromise their own criminal investigation. The University is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the University will report the type of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed.

REPORTING TO A CSA

Any member of the University community may report incidents of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence or Stalking to any Campus Security Authority (CSA’s). These University personnel will assist the victim in notifying the appropriate law enforcement agency if the victim requests the assistance of law enforcement. In addition, most campus employees including CSA’s are required to report incidents of Sexual Misconduct/Sexual Assault, Dating Violence, Dating Violence and Stalking to the Title IX Coordinator. Title IX Coordinator reporting responsibilities are described in detail below.

NOTE: If the University determines that the perpetrator poses a serious and immediate threat to the campus community, under the Clery Act the campus may be required to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

ADMINISTRATIVE

Victims may report to the campus Title IX Coordinator, who will provide written and verbal information regarding applicable University complaint procedures for investigating and addressing the incident. The Title IX Coordinator will also provide information regarding resources available to victims, as well as information regarding their rights and options. Contact information for the Title IX Coordinator is listed above.

The Campus Title IX Coordinator will also provide information regarding any reasonable Supportive Measures the University may offer prior to conclusion of an investigation to reduce or eliminate negative impact and provide available assistance. Examples include: adjustment to work assignments, housing locations, course schedules or supervisory reporting relationship; mutual restrictions on contact between the Complainant and the Respondent; leaves of absence; or campus escorts. These options may be available whether or not the victim chooses to report the incident to Campus police or law enforcement. The Title IX Coordinator remains available to assist the victim and provide reasonable Supportive Measures requested throughout the reporting, investigative, and disciplinary processes, and thereafter.

REPORTING TO A TITLE IX COORDINATOR OR RESPONSIBLE EMPLOYEE

Many resources and options are available on and off campus including confidential and privileged communication options. The University has designated a Title IX Coordinator as the primary point of contact to
provide victims with assistance and support, and to monitor and oversee overall compliance with laws and policies related to Sexual Misconduct/Sexual Assault, Dating and Domestic Violence, and Stalking. The campus Title IX Coordinator is available to explain and discuss rights to file a criminal complaint and to assist in doing so; the University’s relevant formal complaint process, and rights to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

Most University employees have a duty to report disclosed incidents of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking when they are on notice of it. When a victim tells the Title IX Coordinator or another non-confidential University employee about a Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking incident, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. In all cases, the University strongly encourages victims to report Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking directly to the campus Title IX Coordinator.

As detailed above, most University employees except treating physicians, licensed counselors, and clergy must report to the Title IX Coordinator all relevant details about any Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking incidents of which they become aware. The University will need to determine what happened and will need to know the names of the victim(s) and the alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other University employees will be kept private and shared only with individuals responsible for handling the University’s response to the incident. Any Supportive Measures will remain confidential except when it is not possible to maintain confidentiality in order to provide the Supportive Measures. The University will protect the privacy of individuals involved in a Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking incident except as otherwise required by law or University policy. A Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking report may result in the gathering of extremely sensitive information about individuals in the campus community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the victim’s identity and privacy and the privacy of other involved individuals. Except as detailed in the section on Privileged and Confidential Communications above, no University employee, including the Title IX Coordinator, should disclose the victim’s identity to the police without the victim’s consent or unless the victim has also reported the incident to the police.

If a victim requests of the Title IX Coordinator or another University employee that their identity remain completely confidential, the Title IX Coordinator will explain that the University cannot always honor that request and guarantee complete confidentiality. If a victim wishes to remain confidential or request that no investigation be conducted or disciplinary action taken, the University must weigh that request against the University’s obligation to provide a safe, non-discriminatory environment for all students, employees and third parties, including the victim. Under those circumstances, the Title IX Coordinator will determine whether the victim’s request for complete confidentiality and/or no investigation can be honored under the facts and
circumstances of the particular case, including whether the University has a legal obligation to report the incident, conduct an investigation or take other appropriate steps. Without information about a victim’s identity, the University’s ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited.

The Title IX Coordinator will inform the victim of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University’s response to the incident. The Title IX Coordinator will remain mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm, and work with the victim to create a safety plan. Retaliation against the victim, whether by students, employees or third parties, will not be tolerated. The University and Title IX Coordinator will also:

- Provide Supportive Measures requested by the victim and the other party to a complaint, if they are reasonably available, regardless of whether the victim chooses to report to campus or local police;
- Assist victims in accessing available victim advocacy, academic support, counseling, disability, medical/health or mental health services, and legal assistance both on and off campus;
- Assist victims in accessing available financial aid assistance, assistance with transportation, and visa or immigration assistance.
- Provide security and support, which could include issuing a mutual no-contact order, helping arrange a change of campus-based living or working arrangements or course schedules or adjustments for assignments, tests, or work duties; and
- Inform victims of their right to report a crime to University or local police – and provide victims with assistance if desired.

The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures. Supportive Measures will remain confidential except when it is not possible to maintain confidentiality in order to provide the Supportive Measures.

The University will not require a victim to participate in any investigation or disciplinary proceeding if the victim does not wish to participate.

The University will not generally notify parents or legal guardians of a Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking report unless the victim is under 18 years old or the victim provides the University with written permission to do so.

The institution will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such a victim shall be treated as the alleged victim.

Under California law, and pursuant to University policy, many University employees, including the Title IX Coordinator, are mandatory child abuse and neglect reporters and should explain to victims under 18 years of age that they are required to report the incident to the police. However, the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies.
Because the University is under a continuing legal obligation to address the issue of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking campus-wide, reports (including non-identifying reports) may also require the University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported incident(s) occurred; increased education, training and prevention efforts, including to targeted population groups; climate assessments/victimization surveys; and/or revision of policies and practices.

NON-REPORTING

Victims are strongly encouraged to formally report any incident of Sexual Misconduct/Sexual Assault, Dating and Domestic Violence, or Stalking to the police and/or campus Title IX Coordinator so that steps may be taken to protect them and the rest of the campus community. However, non-reporting is also an option.

CIVIL LAWSUIT

Victims may choose to file a civil lawsuit against the perpetrator, whether or not criminal charges have been filed. A civil lawsuit provides the opportunity to recover actual damages, which may include compensation for medical expenses, lost wages, pain, suffering and emotional distress.

RESTRAINING ORDERS

Victims may also choose to obtain a protective or restraining order (such as a Domestic Violence restraining order or a civil harassment restraining order). Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can protect victims who have experienced or are reasonably in fear of physical violence, Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking. The campus Title IX Coordinator or Sexual Assault Victim’s Advocate can offer assistance with obtaining a protective or restraining order. For more information about filing a restraining order, please contact any of the below resources.

CSUN Title IX Coordinator
Barrett Morris
18111 Nordhoff Street, Northridge, CA 91330-8208
University Hall, Room 285
Phone: (818) 677-2077
E-Mail: barrett.morris@csun.edu
Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday
http://www.csun.edu/eqd

CSUN Title IX Deputy Coordinator
Samuel Richman
18111 Nordhoff Street, Northridge, CA 91330-8208
University Hall, Room 285
Phone: (818) 677-2077  
E-Mail: samuel.richman@csun.edu  
Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday  
http://www.csun.edu/eqd

Campus Care Advocates  
Danielle Samuel  
18111 Nordhoff Street, Northridge, CA 91330-8208  
Klotz Student Health Center, Room 201  
Phone: (818) 677-7492  
E-Mail: danielle.samuel@strengthunited.org  
Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday

CSUN Department of Police Services  
9222 Darby Avenue, Northridge, CA 91330  
Located on the corner of Darby Ave. & Prairie St.  
24 Hour Police Dispatch: (818) 677-2111  
http://www.csun.edu/police

Local Police  
Los Angeles Police Department  
Devonshire Community Police Station, Sex Crimes Unit  
10250 Etiwanda Avenue, Northridge, CA 91325  
Phone: (818) 832-0979

DISCIPLINARY PROCEDURES

The investigation and hearing process (when applicable) from initial formal complaint to final result shall be prompt, fair, and impartial. An investigator will meet separately with the complainant and the respondent and other potential witnesses to gather information.

Victims are not required to participate in any University disciplinary process and may choose not to be a part of it. Disciplinary procedures will:

- Provide a prompt, fair, and impartial process and resolution;
- Be conducted by officials who receive annual training on Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, and Stalking and how to conduct a hearing process that protects members of the campus community and promotes accountability;
- Provide the complainant and respondent the same opportunity to be accompanied to any related meeting or proceeding by the Support Advisor of their choice;
- Simultaneously inform the complainant and respondent in writing of:
  - The outcome of the disciplinary proceeding;
  - The University’s procedures to appeal the results of the disciplinary proceeding;
Any change to the disciplinary results that occurs prior to the time such results become final; and
When disciplinary results become final.

COMPLAINT PROCEDURES

The CSU has adopted and published complaint procedures that provide for prompt, impartial, and equitable
decision of complaints of Sex Discrimination, including Sexual Harassment, Sexual Misconduct/Sexual Assault,
Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Regardless of whether an employee, a student or a third party ultimately files a formal complaint under the
applicable complaint procedure, if the University knows or has reason to know about possible Sex
Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking, the
Title IX Coordinator must review the matter to determine if an investigation is warranted. When warranted, all
such investigations must be prompt, thorough and impartial. The University must then take appropriate steps to
eliminate the Sex Discrimination, Sexual Harassment, Sexual Misconduct/Sexual Assault, Domestic Violence,
Dating Violence, and/or Stalking, prevent its recurrence, and remedy its effects.

COMPLAINTS MADE BY STUDENTS

Executive Order 1097, entitled "Systemwide Policy Prohibiting Discrimination, Harassment, and Retaliation,
Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Students and Systemwide Procedure for
Addressing Such Complaints by Students" is the appropriate systemwide procedure for all complaints of Sex
Discrimination, Sexual Harassment, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence,
and Stalking made by CSU students against the CSU, a CSU employee, another CSU student, or a third party.
Executive Order 1097 can be viewed at https://calstate.policystat.com/policy/6742744/latest/

COMPLAINTS MADE BY EMPLOYEES, FORMER EMPLOYEES, THIRD PARTIES, AND APPLICANTS FOR
EMPLOYMENT

Executive Order 1096, entitled “Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation,
Sexual Misconduct/Sexual Assault, Dating and Domestic Violence, and Stalking Against Employees and Third
Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties” is the
appropriate systemwide procedure for all complaints of Sex Discrimination, Sexual Harassment, Sexual
Misconduct, Domestic Violence, Dating Violence, and Stalking made by employees and former employees
against the CSU, another CSU employee, a CSU student or a third party.

Employees covered by a collective bargaining agreement that provides a grievance procedure for raising
allegations of Sex Discrimination or Sexual Harassment, including Sexual Misconduct, Domestic Violence, Dating
Violence, and Stalking shall use the grievance procedure specified in their collective bargaining agreement.
Executive Order 1096 can be viewed at https://calstate.policystat.com/policy/6743499/latest/

COMPLAINTS MADE BY STUDENT-EMPLOYEES

Executive Order 1096 is the appropriate system-wide procedure for all complaints of Sex Discrimination,
including Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking, made by student-
employees where the alleged Sex Discrimination, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking arose out of the person’s status as an employee and not their status as a student. Executive Order 1096 can be viewed at https://calstate.policystat.com/policy/6743499/latest/

When the Title IX Coordinator receives a Formal Complaint, or where new information or events arise, the Title IX Coordinator will assess whether the Formal Complaint meets the requirements of the Federal Regulations to move forward under the process in Addendum B. A determination that allegations in a Formal Complaint do not meet the requirements of the Federal Regulations will result in a dismissal of the allegations in the Formal Complaint that do not meet the requirements and, in some cases, a referral of the allegations to another process as the University may have an obligation to address the matter under other laws and policies.

Written notice of a mandatory or discretionary dismissal and reason(s) for the dismissal will be sent Simultaneously to the Parties when a Title IX Coordinator dismisses a Formal Complaint. The notice will inform the Parties of their right to appeal the dismissal, whether the matter will be referred to another process and the process for submitting an appeal. This notice may be accompanied by a Notice of Allegations, as described in Article VI. below, where a Notice of Allegations has not already been provided.

Either Party may appeal from a dismissal of a Formal Complaint or any part of the Complaint. The appeal must be filed within 10 Working Days from the date of the Notice of Dismissal. The appeal will be in writing and will be based only on one or more of the following grounds: a procedural irregularity occurred that affected the dismissal of the Formal Complaint; new evidence that was not reasonably available at the time the dismissal decision was made that could affect the decision to dismiss the Formal Complaint; or the Title IX Coordinator (or designee) who dismissed the Formal Complaint had a conflict of interest or bias for or against the complainant or respondent in this case or complainants or respondents in general.

Appeals will be filed with the Chancellor's Office (CO) and will be addressed to:

Systemwide Title IX Unit
Systemwide Human Resources
Office of the Chancellor
TIX-Dismissal-Appeals@calstate.edu

If you are unable to file an appeal or a response to an appeal electronically, please contact the Campus Title IX Office for assistance.

When an appeal is submitted, the other Party as well as the Campus Title IX Coordinator will be notified in writing. In response to the appeal, the other Party will be given 5 Working Days from their receipt of notice of the appeal to submit a written statement in support of or challenging the dismissal. Within 10 Working Days of the CO’s receipt of the appeal, the Parties will Simultaneously receive (via email) a written decision with explanation.

The CO review will not involve a new assessment of the Dismissal/Referral or consideration of evidence that was not introduced during the Campus review, unless the new evidence was not reasonably available at the time of the review.
If the CO review determines that the Dismissal/Referral should be reviewed to cure any defects, the matter will be remanded back to the Campus to reassess within a timeframe specified by the CO. The Parties will be informed simultaneously of the review and the timeframe. Once the review is complete the Campus will provide the Parties and the CO with either a Notice of Dismissal/Referral or Notice of Allegations, depending on the outcome, that reflects any changes to the determination. The notice will inform the Parties of their right to appeal and the CO will contact the appealing Party to determine whether that Party wishes to continue with the appeal.

The CO appeal response is final and concludes the Dismissal/Referral process under Addendum B. If there is a mandatory dismissal of a Formal Complaint, it does not preclude the Campus from later identifying a relevant policy or policies that address the alleged conduct, notifying the Parties of the policy or policies, and moving forward under the procedures of those policies.

When the Title IX Coordinator receives a Formal Complaint, the Title IX Coordinator will simultaneously provide both Parties a written Notice of Allegations.

The Notice of Allegations will be provided to both Parties regardless of whether the Formal Complaint must be dismissed. See section above on dismissal of formal complaints. If a Formal Complaint is dismissed at this stage of the process, the Notice of Allegations will also include the Notice of Dismissal and appeal rights.

If new allegations are raised during the investigation that were not included in the Notice of Allegations, a revised Notice of Allegations will be issued simultaneously to the Parties.

If the Notice of Allegations also serves as notice of a Respondent's expected attendance at an interview, it will include details of the date, time, location, participants, and purpose of that interview. The Notice of Allegations must be provided to a Respondent at least 5 Working Days prior to the interview.

If a Respondent requests to meet sooner than 5 Working Days after receipt of the Notice of Allegations, they should verbally confirm at the start of the meeting that they are aware that they were provided notice of at least 5 Working days and this confirmation should be documented by the Title IX Coordinator or investigator.

**INFORMAL RESOLUTION**

At any time prior to the issuance of the Hearing Officer's Report, if the Title IX Coordinator or either Party believes that it may be possible to resolve the Formal Complaint in a prompt, fair, and reasonable manner without a hearing, the Parties may consider an Informal Resolution that does not involve a full investigation and adjudication, subject to the following:

A. informal Resolution under Addendum B may only be offered where a Formal Complaint has been filed;

B. the University cannot offer or facilitate Informal Resolution under Addendum B to resolve allegations that an Employee sexually harassed a Student; and

C. the University must obtain the Parties' voluntary, written consent before starting the Informal Resolution process.
Once the Title IX Coordinator determines that Informal Resolution is appropriate, the Parties should
Simultaneously be provided written notice regarding Informal Resolution that includes the following:

A. the allegations of Sexual Harassment, as defined by Addendum B;
B. the requirements of the Informal Resolution process including that once the Informal Resolution process
   is finalized neither Party is permitted to file another Formal Complaint arising from the same allegations;
C. an explanation that at any time prior to agreeing to a resolution, any Party has the right to withdraw
   from the Informal Resolution process and resume the Formal Complaint process;
D. an explanation of any consequences resulting from participating in the Informal Resolution process,
   including the records that will be maintained or could be shared; and
E. the Parties' right to consult with a Support Advisor, if any.

The Title IX Coordinator will oversee the Informal Resolution process and make the final determination on all
Informal Resolutions facilitated by the Title IX Coordinator or designee regarding whether the terms agreed to
by the Parties are appropriate in light of all of the circumstances of the Formal Complaint.

The Informal Resolution process will be completed prior to any determination of responsibility being made, but
no later than 60 Working Days after both Parties provide voluntary, written consent to participate in the
Informal Resolution process.

The University may not require the Parties to participate in an Informal Resolution process under Addendum B,
nor may a Party be required to waive their right to the investigation and adjudication of a Formal Complaint as a
condition of enrollment or employment, or continuing enrollment or employment.

The terms of any Informal Resolution must be put in writing and signed by the Parties, and the Title IX
Coordinator. Prior to signing the Informal Resolution, the Title IX Coordinator will consult with the Student
Conduct Administrator and/or other appropriate University Administrator responsible for the implementation of
the terms. Use of electronic signatures is permitted.

Any agreed-upon Remedies and disciplinary sanctions will have the force and effect of sanctions imposed
following a hearing.

The resolution will be final and not appealable by either party.

INVESTIGATIVE PROCEDURES

The Title IX Coordinator will either promptly investigate the Formal Complaint or assign this task to another
Investigator. If assigned to another Investigator, the Title IX Coordinator will monitor, supervise, and oversee all
such delegated tasks, including reviewing all investigation draft reports before they are final to ensure that the
investigation is sufficient, appropriate, impartial, and in compliance with the relevant Executive Order, including
Addendum B.
GATHERING OF EVIDENCE

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the University and not on the Parties. The Investigator will take reasonable steps to gather all relevant evidence from the Parties, other witnesses or other sources. The Investigator will document the steps taken to gather evidence, even when those efforts are not successful. Parties should be aware that all evidence Directly Related to the investigation will be provided to the other Party, subject to the exceptions described below. The University cannot access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the University obtains that Party's voluntary, written consent to do so for a Formal Complaint process under Addendum B. The University will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present Relevant evidence (for example, contacting a potential witness).

ADVISORS

Support Advisor-The Complainant and the Respondent may each elect to be accompanied by a Support Advisor to any meeting, interview, or proceeding regarding the allegations that are the subject of a Formal Complaint. The Support Advisor may be anyone, including a union representative from the Complainant’s or Respondent’s collective bargaining unit, an attorney, or, in the case of the Complainant, a Sexual Assault Victim’s Advocate. The Support Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent or speak on behalf of a Complainant or Respondent. However, the Support Advisor may observe and consult with the Complainant or Respondent.

Hearing Advisor-The Complainant and Respondent must have a Hearing Advisor at the hearing. A Hearing Advisor will be responsible for asking the other Party and any witnesses all Relevant questions and follow-up questions, including those that challenge credibility, during the hearing. During a hearing, Parties may not ask questions of the other Party or any witnesses. Questioning at the live hearing will be conducted directly, orally, and in real time by the Party's Hearing Advisor of choice or a Hearing Advisor provided by the University if the Party does not have a Hearing Advisor. The Hearing Advisor may be the same person as the Support Advisor. A Party may have both a Support Advisor and a Hearing Advisor present at a hearing. If a Party does not have a Hearing Advisor to perform questioning during the hearing, the University shall provide the Party with a Hearing Advisor for this purpose.

The Title IX Coordinator or Investigator will explain to the Complainant and Respondent that they may request that their Support Advisor, if any, be copied on communications during the Formal Complaint process. Any such request will be in writing to the Title IX Coordinator or Investigator and should include the Support Advisor's name and contact information. The Title IX Coordinator or Investigator will also explain that Support Advisors will receive a copy of the evidence and Final Investigation Report, unless the Party specifically directs in writing that this information should not be sent to their Support Advisor. Although reasonable efforts will be made to accommodate Hearing Advisors and Support Advisors, undue delays affecting the complaint resolution timeline will not be permitted. Disruptive, abusive, or disrespectful behavior also will not be tolerated. At the discretion
of the Investigator or Title IX Coordinator during meetings or interviews and of the Hearing Officer during hearings, a Hearing Advisor or Support Advisor who engages in disruptive, abusive or disrespectful behavior will not be permitted to participate. If a Hearing Advisor is excused during a hearing, the University will either provide a Party with another Hearing Advisor or allow the Party to obtain another Hearing Advisor. It is within the Hearing Officer’s discretion to proceed with or postpone the hearing in order to address the situation.

NOTICE OF MEETINGS, INTERVIEWS AND HEARINGS

Parties will be provided written notice of the date, time, location, names of participants, and purpose of all meetings and investigative interviews at which their participation is expected. This written notice should be provided with at least 3 Working Days for the Party to prepare to participate in the meeting or interview. This requirement will not apply where a Party themselves requests to meet with the Title IX Coordinator or Investigator or as addressed in Article VI of Addendum B.

If a Party requests to meet sooner than 3 Working Days after receipt of written notice of an investigative interview or meeting, they should verbally confirm at the start of the interview or meeting that they are aware that they were provided notice of at least 3 Working Days and this confirmation should be documented by the Title IX Coordinator or Investigator.

REVIEW OF EVIDENCE

Before issuing a final investigation report (Final Investigation Report), the Investigator will send to the Complainant and Respondent, and their respective Support Advisors, all evidence (including evidence upon which the University does not intend to rely) obtained as part of the investigation that is Directly Related to the allegations raised in the Formal Complaint (Preliminary Investigation Report). This includes incriminating or exculpatory evidence whether obtained from a Party or other source, redacted if required by law.

Each Party will be given a minimum of 10 Working Days for the initial Review of Evidence to respond to the list of disputed facts and evidence and submit additional questions for the other Party and witnesses. This timeframe may be extended at the discretion of the Title IX Coordinator (either on their own or in response to a Party’s request). The extension must be made available to both Parties, who must be notified as such. During the Review of Evidence, each Party may:

1. meet again with the Investigator to further discuss the allegations;
2. identify additional disputed facts;
3. respond to the evidence in writing;
4. request that the Investigator ask additional specific questions to the other Party and other witnesses;
5. identify additional relevant witnesses; or
6. request that the Investigator gather additional evidence.

FINAL INVESTIGATION REPORT

After the Review of Evidence phase is concluded, the Parties will receive a Final Investigation Report that will summarize all Relevant evidence (incriminating and exculpatory), including additional Relevant evidence received
during the Review of Evidence. Any Relevant documentary or other tangible evidence provided by the Parties or witnesses, or otherwise gathered by the Investigator will be attached to the Final Investigation Report as exhibits. As part of an Informal Resolution, at the request of both Parties, Campuses will provide a written preliminary assessment of the evidence by the Title IX Coordinator. Neither the fact nor the substance of the assessment will be shared with the Hearing Officer or considered Relevant at the Hearing. The Final Investigation Report shall be sent to the Parties and their respective Support Advisors, if any, in electronic format (which may include use of a file sharing platform that restricts the Parties and any Support Advisors from downloading or copying the evidence) or hard copy. The Parties and their Support Advisors will be provided 10 Working Days to review and provide a written response to the Final Investigation Report. Campuses will inform Parties not to include any reference to the preliminary assessment and that any such references will be redacted. The written response will be attached to the Final Investigation Report and provided to the Hearing Officer, if appropriate, and the Parties. Any references to a preliminary assessment, assuming one was requested, will be redacted from this written response. No documentation should be provided to the Hearing Officer if an Informal Resolution is reached.

TIMEFRAME FOR COMPLETION OF INVESTIGATION

Absent a determination of good cause made by the Investigator or Title IX Coordinator (of which the Parties will receive written notice): (i) the investigation should be concluded within 100 Working Days from the date that the Notice of Allegations is provided to the Parties; and (ii) the Final Investigation Report should be completed and provided to the Parties within 10 Working Days after the Review of Evidence has concluded. Extensions may be granted, and notice to the Parties given, as set forth in Article V. E. of EO 1096 and EO 1097. Within 10 Working Days after the Parties have been provided the Final Investigation Report, the Parties will be informed of the timelines that will apply to the pre-hearing and hearing processes described in Article IX below. The Parties will be required to provide the name and contact information for their Hearing Advisor within 5 Working Days after notice of the hearing timeline.

HEARING PROCEDURES

A Hearing Coordinator, (either the Student Conduct Administrator, Title IX Coordinator, or other appropriate Administrator) will be responsible for coordinating the hearing process. The Hearing Coordinator's duties will include: scheduling the hearing; notifying witnesses of the hearing; ensuring that the Hearing Officer is provided with appropriate materials including a copy of the report and any exhibits; coordinating videoconferencing (if necessary); and securing a location for the hearing. The Hearing Coordinator will also act as liaison between the Parties and the Hearing Officer on procedural matters.

The Parties will be given written notice of the date, time, location, participants, and purpose of the hearing, as well as the identity of the Hearing Officer. Notification of the hearing will be sent to the designated CSU campus e-mail address, unless the recipient has specifically requested in writing to the Hearing Coordinator that notice be given to a different e-mail address. Communications from the Hearing Coordinator will be deemed received on the date sent. The hearing will not be set sooner than 20 Working Days after the date of notice of hearing.
Any objections to an appointed Hearing Officer must be made in writing to the Hearing Coordinator within 5 Working Days after notice of the identity of the Hearing Officer has been communicated to the Parties. The objection may only be based on an actual conflict of interest. A conflict of interest exists if the Hearing Officer has a personal relationship with one of the Parties or witnesses or has demonstrated actual bias towards a Party or witness. The fact that a Hearing Officer has previously served as a Hearing Officer in a University proceedings will not constitute a conflict of interest. The Hearing Coordinator will determine if a conflict of interest exists. In that event, the Parties will be notified in writing of the name of the new Hearing Officer. The date for the hearing may need to be rescheduled. Any objection to the new Hearing Officer will be made in accordance with this section.

No later than 15 Working Days before the hearing, each Party may: a. Provide to the Hearing Coordinator a proposed witness list that includes the names of, and current contact information for, that Party's proposed witnesses as well as an explanation of the relevance of each proposed witness's testimony and the disputed issue to which the witness's testimony relates. No later than 10 Working Days before the hearing, the Hearing Coordinator will share a final witness list with the Parties and notify each witness of the date, time and location of the hearing.

Witnesses will be directed to attend the hearing and to promptly direct any questions or concerns about their attendance at the hearing to the Hearing Coordinator. No later than 5 Working Days prior to the hearing, the Parties may submit a list of proposed questions to the Hearing Coordinator. The questions will be provided to the Hearing Officer. Parties are strongly encouraged to provide questions in advance of the hearing in order to streamline the hearing process and provide the Hearing Officer an opportunity to resolve relevancy concerns prior to the hearing. The proposed questions will not be shared with the other Party.

DETERMINATION REGARDING RESPONSIBILITY

After the hearing, the Hearing Officer will make written findings of fact and conclusions about whether the Respondent violated Addendum B with respect to the definition of Sexual Harassment.

The standard of proof the Hearing Officer will use is whether each allegation is substantiated by a Preponderance of the Evidence. The Title IX Coordinator will review the Hearing Officer’s Report to ensure procedural compliance with Addendum B.

The Hearing Coordinator will Simultaneously send the Hearing Officer's Report promptly to the Parties, the Title IX Coordinator, and the appropriate University Administrator, usually within 15 Working Days of the close of the hearing.

If no violation of the addendum is found, the president (or designee) will be notified along with the Parties. The notification will include the outcome of the hearing, a copy of the Hearing Officer’s Report (redacted as appropriate or as otherwise required by law) and notice of the Complainant’s and Respondent’s right to appeal to the Chancellor’s Office.
If a violation of the addendum is found, within 5 Working Days of receiving such finding the Parties may submit to the Hearing Coordinator an impact statement or other statement regarding discipline that is no more than 2000 words in length. The document is an opportunity for the Parties to suggest disciplinary outcomes and to provide information that they believe is important for the Hearing Officer to consider. The Student Conduct Administrator and/or appropriate University Administrator responsible for discipline and Title IX Coordinator may also submit a written statement regarding aggravating and mitigating factors that provides a recommendation regarding the disciplinary outcome, including information regarding prior disciplinary outcomes for similar conduct and whether the Respondent was previously found to have violated university policy.

Within 5 Working Days after receiving and considering any impact or other statements submitted by the Parties and other statements described above, the Hearing Officer will submit the Hearing Officer's Report to the president (or designee). The Hearing Officer’s Report will be amended to include a statement of, and rationale for, any recommended disciplinary sanctions to be imposed on the Respondent (“Final Hearing Officer's Report”). The Final Hearing Officer’s Report will attach the Final Investigation Report.

In cases where the Hearing Officer has found a violation of policy, the president (or designee) will review the Final Investigation Report and the Final Hearing Officer's Report and issue a decision (“Decision Letter”) concerning the appropriate sanction or discipline within 10 Working Days of receipt of the Final Hearing Officer’s Report.

PRESIDENT’S SANCTION DECISION/NOTIFICATION

The president (or designee) may impose the recommended sanctions, adopt a different sanction or discipline, or reject sanctions or disciplines altogether. If the president (or designee) adopts a sanction other than what is recommended by the Hearing Officer, the president (or designee) must set forth the reasons in the Decision Letter.

The president will simultaneously send the Decision Letter electronically to the Respondent and Complainant at the University-assigned or other primary e-mail address linked to their University accounts. The decision letter will also be sent to the Student Conduct Administrator or other appropriate University Administrator responsible for Employee discipline and the Hearing Officer.

The determination regarding responsibility and any sanctions become final either on the date that the Chancellor’s Office provides the Parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely (11 working days after the date of the decision letter).

EMPLOYEE SANCTIONS

Where a complaint is made against an employee, Human Resources or Academic/Faculty Affairs shall be notified and provided a copy of the investigation reports. Sanctions are imposed in accordance with current collective bargaining agreement, when applicable, and may include:
• verbal reprimand
• written reprimand,
• reduction in salary
• temporary or permanent demotion
• paid or unpaid administrative leave
• suspension
• denial or curtailment of emeritus status
• mandated education or training
• change in work location
• restrictions from all or portions of campus
• restrictions to scope of work
• dismissal

STUDENT SANCTIONS

The following sanctions may be imposed for violation of the Student Conduct Code:

1. LOSS OF FINANCIAL AID

Scholarships, loans, grants, fellowships and any other types of state financial aid given or guaranteed for the purposes of academic assistance can be conditioned, limited, cancelled or denied.

2. EDUCATIONAL AND REMEDIAL SANCTIONS

Assignments, such as work, research, essays, service to the University or the community, training, counseling, removal from participation in recognized student clubs and organizations (e.g., fraternities’ misconduct or as deemed appropriate based upon the nature of the violation.

3. DENIAL OF ACCESS TO CAMPUS OR PERSONS

A designated period of time during which the student is not permitted: (i) on University Property or specified areas of campus; or (ii) to have contact (physical or otherwise) with the complainant, witnesses or other specified persons.

4. DISCIPLINARY PROBATION

A designated period of time during which privileges of continuing in student status are conditioned upon future behavior. Conditions may include the potential loss of specified privileges to which a current student would otherwise be entitled, or the probability of more severe disciplinary sanctions if the student is found to violate the Student Conduct Code or any University policy during the probationary period.

5. SUSPENSION

Temporary separation of the student from active student status or student status.
a. A student who is suspended for less than one academic year shall be placed on inactive student (or equivalent) status (subject to individual campus policies) and remains eligible to re-enroll at the University (subject to individual campus enrollment policies) once the suspension has been served. Conditions for re-enrollment may be specified.

b. A student who is suspended for one academic year or more shall be separated from student status but remains eligible to reapply to the University (subject to individual campus application policies) once the suspension has been served. Conditions for readmission may be specified.

c. Suspension of one academic year or more, withdrawals in lieu of suspension, and withdrawals with pending misconduct investigations or disciplinary proceedings shall be entered on the student’s transcript permanently without exception; this requirement shall not be waived in connection with a resolution agreement.

6. EXPULSION

Permanent separation of the student from student status from the California State University system. Expulsion, withdrawal in lieu of expulsion, and withdrawal with pending misconduct investigation or disciplinary proceeding shall be entered on the student’s transcript permanently, without exception; this requirement shall not be waived in connection with a resolution agreement.

More than one sanction may be imposed for a single violation.

OTHER CONSIDERATIONS RELATED TO SANCTIONS:

1. ADMINISTRATIVE HOLD AND WITHOLDING A DEGREE

The University may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent written notice of a pending investigation or disciplinary case concerning that student, and may withhold awarding a degree otherwise earned until the completion of the process, including the completion of all sanctions imposed.\(^1\)

2. RECORD OF DISCIPLINE

A record of disciplinary probation or suspension is entered on a student’s transcript, with beginning and end date, for the duration of the sanction. A record of expulsion or suspension for one academic year or more shall note the effective date of discipline and remains on the transcript permanently, without exception. A record of withdrawal in lieu of suspension or expulsion and withdrawal with pending misconduct investigation or disciplinary proceeding remains on the transcript permanently, without exception.\(^2\) These requirements shall not be waived in connection with any resolution agreement.

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\(^1\) For matters involving processes other than those that fall under addendum B, this is not applicable.

\(^2\) For matters involving processes other than those that fall under addendum B, this is not applicable.
3. INTERIM SUSPENSION

A president may impose an interim suspension pursuant to Title 5, California Code of Regulations section 41302 where there is reasonable cause to believe that separation of a student is necessary to protect the personal safety of persons within the University community or University property, and to ensure the maintenance of order.

An investigative finding of a violation of Executive Orders 1096 or 1097 standing alone may be sufficient to constitute reasonable cause to believe that an interim suspension is necessary to protect the personal safety of persons within the University community or University property, and to ensure the maintenance of order.

4. DENIAL OF PRESENCE ON CAMPUS DURING INTERIM SUSPENSION

During the period of an interim suspension, the student charged may not, without prior written permission from the campus president, enter any campus of the California State University other than to attend the hearing regarding the merits of the interim suspension and any disciplinary hearing. The president may also restrict the student's participation in University-related activities on a case-by-case basis, such as attending off-campus activities and/or participating in on-line classes. Violation of any condition of interim suspension shall be grounds for expulsion.

5. ADMISSION OR READMISSION

Applicants for admission or readmission into any University program are subject to appropriate sanctions for violations of the Student Conduct Code, including qualification, revocation or denial of admission or readmission. For students who withdraw while a disciplinary matter is proceeding, the campus has discretion whether to continue proceedings or hold proceedings in abeyance.

APPEAL OF PRESIDENT’S SANCTION

Filing an Appeal to the Chancellor’s Officer. Any Complainant or Respondent who is not satisfied with a Formal Complaint Process outcome (determination regarding responsibility or recommended sanction) may file an appeal with the Chancellor’s Office (CO) no later than 10 Working Days after the date of the Decision Letter. All arguments and/or evidence supporting the appeal must be submitted by the deadline to file the appeal.

Evidence/arguments submitted after the appeal submission deadline will not be considered by the CO.

The appeal must be in writing and may be based only on one or more of the grounds for appeal listed below: the hearing outcome is not supported by substantial evidence (in other words, there was no reasonable basis for such findings or conclusions); a procedural irregularity occurred that affected the outcome of the matter; new evidence that was not reasonably available at the time of the hearing and would have affected the Hearing Officer’s decision about whether the Respondent violated the Executive Order, including addendum B; the Title IX Coordinator, Investigator, or Hearing Officer had a Conflict of Interest or Bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; and the sanction(s) imposed as part of the outcome of the Formal Complaint process constituted an abuse of discretion based on the substantiated conduct.
Issues and Evidence on Appeal. The issues and evidence raised on appeal will be limited to those raised and identified during the Campus hearing, unless new evidence becomes available that was not reasonably available at the time of a Campus hearing that could affect the outcome of the matter and is submitted by the appealing party. The CO may communicate, at the CO’s discretion, with the appealing party, the responding party, and/or the Campus to clarify the written appeal. Appeals will be addressed to:

Equal Opportunity and Whistleblower Compliance Unit Systemwide Human Resources Office of the Chancellor 401 Golden Shore, 4th Floor Long Beach, California 90802 eo-wbappeals@calstate.edu

Electronic submission to the email address listed above is the preferred method of submitting appeals.

The CO will provide prompt written acknowledgement of the receipt of the appeal to the appealing Party, and will provide prompt written notification of the appeal, including a copy of the appeal, to the non-appealing Party and the Campus Title IX Coordinator. The notice will include the right of the non-appealing Party and the Campus to provide a response to the appeal within 10 Working Days of the date of the notice. The appeal and appeal response shall be limited to 3,500 words, excluding exhibits.

REGISTERED SEX OFFENDERS

California’s sex offender registration laws require convicted sex offenders to register their status with the University police department if they are enrolled, residing, attending, carrying on a vocation (i.e. contractor or vendor on campus for more than 30 days in the year), or working with or without compensation for the institution. All public information available in California about registered sex offenders, to include the ability to look-up offenders by name, residence address, and zip code, is on the California Department of Justice Megan's law web site at http://www.meganslaw.ca.gov/

EMERGENCY NOTIFICATION

The University will issue emergency notifications, without delay, in response to a confirmed significant emergency or a dangerous situation, occurring in the Clery defined on campus geography that, in the judgment of the University, constitutes an immediate threat to the health or safety of members of the on-campus community.

Once UPD has received the report, the Chief of Police, (or management designee in the absence of the Chief), will confer with the appropriate public official (e.g., fire chief, health department) and any campus officials responsible for managing the on-campus emergency, if available, to confirm both: 1) an emergency or dangerous situation in fact exists in on-campus geography; and 2) the emergency or dangerous situation poses an immediate or imminent threat to members of the on-campus community.

If both of the above factors are not met, no emergency notification will be issued.

If it is determined that both of the above factors are met, then an emergency notification will be issued to the community. The Chief of Police (or management designee in the absence of the Chief), will confer with the Clery
Director if one is designated and if available, to prepare the content of the notification taking into account the safety of the on-campus community. They will also determine, based on the confirmed facts of the emergency, if the entire campus community or only a specific segment of the on-campus community is threatened and need to be notified. Examples of emergencies where only a segment might be alerted would be a fire contained in a dorm laundry room where only the residents of that one dorm floor or of that one dorm building are at risk and need to evacuate, or a chemical spill in a lab where only the one room, floor, or the occupants of that one building are at risk and need to evacuate.

Once the notification is prepared, the Chief of Police or the Clery Director if one is designated, or in their absence, the management designee(s) will, without delay and taking into account the safety of the community, transmit the emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate, life saving measures.

Distribution methods of emergency notifications may include but are not limited to one or more of the following methods:

- The campus mass notification system, including but not limited to phone, campus email, or text messaging
- Audio/visual message boards
- Audible alarms/sirens
- Campus public address systems
- In person or door-to-door notifications in a building or residence halls
- Other means appropriate under the circumstances

Students and employees who need information on how to add contact information to be included for emergency notification or to remove information and “opt out” of notifications should visit Emergency Communications at https://www.csun.edu/emergency/emergency-communications or call the on campus Information Technology Office at 818-677-1400 for assistance.

The Chief of Police or the Clery Director if one is designated, or in their absence, the management designee(s) will provide follow-up notifications and information until the emergency is mitigated and no longer poses a threat.

If an emergency notification is issued, a timely warning will not be issued to the community for the same incident.

**TESTING THE EMERGENCY NOTIFICATION SYSTEM**

Testing of the Emergency Notification System and evacuation will be done at least once annually. The tests may be announced or unannounced. Tests must be scheduled, contain drills, exercises and appropriate follow-through activities, and be designed for assessment and evaluations of emergency plans and capabilities. However, at least one test will be publicized in conjunction with the campus’ emergency response and
evacuation procedures. Each test will be documented to include a description of the exercise, the date of the test, the start and end times of the test, and whether the test was announced or unannounced.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The University complies with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and CSU Executive Order 1056.

The University’s Emergency Operations Plan (EOP) provides guidelines for the management of immediate actions and operations required to respond to emergencies or disasters affecting the campus community in the Clery-defined campus geography. The University’s emergency response and management is directed by the University’s Director of the Emergency Operations Center/Chief of Police or his/her alternate.

DRILLS

- **Annual drills and exercises** are scheduled by the Department of Police Services’ Emergency Manager. This includes building evacuation drills and Emergency Operations Center (EOC) exercises to test the University’s Emergency Operations Plan.

- **Scheduled building evacuation drills** are conducted each year per an established 18-month master schedule. These drills are coordinated by the Department of Police Services’ Emergency Manager in conjunction with Principal Building Marshals, Physical Plant Management, and Department of Police Services Patrol Operations and Dispatch. Announced and unannounced building evacuation drills are designed to exercise and assess emergency response plans and capabilities for evacuation purposes.

- **After-Action Reports** are created for all drill and exercises coordinated by the Emergency Manager to identify areas for improvement.

EMERGENCY OPERATIONS CENTER (EOC):

California State University, Northridge has an Emergency Operations Center (EOC) comprised of staff from various departments representing critical functions of the University to include those with resources necessary to support emergency response. The EOC is activated when deemed appropriate by the President of the University or the Director of the EOC, or as outlined in the EOP. EOC staff training and exercises are documented through attendance rosters, planning meeting agendas, and exercise documentation.

In conjunction with the Chief of Police, the Emergency Manager will conduct an administrative review of the EOP on an annual basis or as needed. Testing of components of the University’s EOP are conducted annually either through tabletop, functional, or full-scale exercises. At the completion of each EOC exercise, full documentation of test results and lessons learned are in the form of an After-Action Report and/or a Corrective Action Plan.

Emergency Preparedness trainings and workshops are conducted for departments, students, faculty, staff, and campus community members throughout the year. Training topics include building evacuation, general emergency preparedness, earthquake and fire safety procedures, personal emergency plan development, and awareness of campus emergency preparedness, notification methods, and resources.
As an illustration of the emergency preparedness and response activities made available in 2019 - on October 17, 2019, the CSUN community participated in the Great ShakeOut Earthquake Drill to test campus readiness in the event of an earthquake. This international event afforded CSUN an opportunity to also test two of the campus’ emergency notification systems – Alertus and InformaCast. At 9:17 am, approximately one hour prior to the Great ShakeOut drill, the Alertus desktop takeover system was tested and informed those connected to CSUN’s network of the upcoming drill through a pre-scheduled written announcement via display on their monitors. At 10:17 am PST, Informacast was used to advise the campus community of the start of the Great ShakeOut drill and to Drop, Cover, and Hold On. The broadcast began at 10:17 am PST and ended at approximately 10:19 am PST over the campus’ telephone system. The test included both voice notification and a visual message display to 3,529 recipients over the campus’ Cisco phone system.

2020 emergency preparedness and response activities include a tabletop exercise with the University’s Emergency Operations Center staff, building evacuation drills to include Student Housing, testing of emergency notification systems, virtual public outreach workshops and training.

Training, drill, and exercise documentation is maintained by the Emergency Manager and is available for review upon request.

MISSING STUDENT NOTIFICATION

Individuals having reason to believe that a student who resides in on-campus housing has been missing should immediately notify the CSUN Department of Police Services at 818-677-2111. CSUN Police will initiate an investigation in accordance with the department’s missing person policy and will undertake the emergency contact procedures as appropriate.

Missing student reports should be made directly to the Department of Police Services. However, these reports may also be made to a staff member from the Office of Student Housing and Residential Life, located in the main Student Housing Office, or the Vice President of Student Affairs/Dean of Students Office in University Hall 310. If the missing person report is made to staff or organizations other than CSUN Police Services, the entity must contact Police Services immediately.

At the beginning of each academic year, CSUN will inform students residing in on-campus housing that CSUN will notify a parent, guardian or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will remain confidential only to be used during a missing person investigation by university officials who retain the information and it may not be disclosed except to law enforcement personnel in furtherance of an official missing person investigation. Information will include the following:

- Students have the option of annually identifying an individual to be contacted by CSUN when they sign up for a housing contract.
- If the student is under 18 years of age, and not an emancipated individual, CSUN is required to notify a custodial parent or guardian and any other designated contact within 24 hours after the time that the student is officially determined to be missing.
• When CSUN Police makes an official determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the Department of Police Services will initiate the emergency contact procedures in accordance with the student’s confidential contact designation and will also notify local law enforcement that has jurisdiction in the area the student went missing. This will be done within 24 hours, regardless of whether or not the student had a confidential contact, is above the age of 18 or is an emancipated minor.

POLICE SERVICES ACTIONS:

The Department of Police Services has a law enforcement missing persons policy that is followed in all such cases. The department may release a photo of the missing student as a tool to assist in locating the individual and may seek information and/or assistance from a variety of campus resources during the course of the investigation.

FIRE SAFETY ACT

The 2020 fire safety report is available at the following link: https://www.csun.edu/sites/default/files/annual-fire-safety-report.pdf
CLERY GEOGRAPHICAL MAP OF CSUN

NOTE: META+LAB location occupied from 1/1/19-8/25/19